

# Snack Shack Closing Procedures - GBCP

- Close sliding windows and make sure they are locked and the clips are attached
- Bring in umbrellas
- Turn Keurig coffee machine off
- Toss leftover warmed nacho cheese sauce in trash and wash and dry crock pot
- Scrape BBQ, empty drip pan, replace the tin foil and **TURN OFF PROPANE!**
- Refill “Table Supplies” (napkins, utensils, coffee creamer and sugar, ketchup, mustard, mayonnaise & relish packs) place them back on their rolling cart
- Wash and dry any dishes including BBQ tools
- Wipe down all tables and bring them in
- Refill drinks in fridge (newest in back)
- Clean soda fountain (pour hot water in soda catcher)
- Restock candy and packaged food items (newest in back)
- Clean up snow cone area, leave syrups on the counter
- Clean and dry snow cone machine
- Wipe down all countertops
- Bring in BBQ once it’s cooled down
- Make sure ice scoops are out of the ice bin
- In register leave all coins, \$20 in ones and \$30 in fives
- Put extra money in safe which is located on the ground under the window - (use a plastic knife to push in if necessary)
- Sweep
- Mop (use hot water and bleach)
- Place trash in one of the receptacles at the park
- Press the Lock button on the door after you’re done

## Thank You!

