

Concession Stand Closing Shift Instructions

Cleaning-

Dishes- The first tub is for hot water and soap only; second tub is for rinsing only and the third tub is for sanitizing only. Follow instructions on wall dispenser. Press and hold the button on the wall dispenser that corresponds to the sink you're using.

Make sure the floors are swept and mopped. Wipe down all counters with soapy water then spray with sanitizer solution and let sit for 60 seconds and wipe dry. Wash the trays from the slushy machine, hot chocolate machine and coffee maker are cleaned.

Popcorn machine and hot dog rollers need to be cleaned properly and put back into place. Make sure fryer is off prior to closing.

In general – Clean everything before you go.

Garbage/Boxes-

If the large garbage can is full and there are empty boxes, they need to be taken out to the dumpster. The dumpster is located right outside the back door of the CWR rink. You are welcome to use the pink cart and the elevator to bring the load out. Follow the walkway along the side of the CWR rink to the doors located under the scoreboard. There should be a block of wood near the door. Make sure you prop the door open, or you will have to walk around the building to get back inside! ☺ Refill garbage cans with new bags found in the back on a supply shelf.

Register and Tills-

Get blue bank bag and counting/deposit slip from the cabinet under the safe. Fill out the slip accordingly.

Count down each till to **\$200. DO NOT COUNT COINS.** Use as many 10's, 5's and 1's as possible to make the \$200 till startup money, the rest is the daily deposit.

Place bag with deposit into safe door and close, making sure the bag goes down.

Locking Up-

Use the locks from basket by the light switch. Make sure all doors are closed and locked properly.

Stocking-

Make sure everything is stocked appropriately and correctly. See stocking directions for further instruction.