

Snack Shack Opening Checklist

Floater

- ☐ Stock backup beverages in the silver fridge.
- ☐ Stock beverage fridge (ensure it's organized).
- ☐ Set up a pretzel salt plate and spray bottle.
- ☐ Set up the folding condiment table outside.
- ☐ Stock paper goods (plates, etc.) at the microwave station that you'll need for serving.
- ☐ Put out condiments, napkins, plasticware, and (Sat) coffee supplies.
- ☐ Complete the opening bathroom checklist: Men's bathroom

Cashier

- ☐ Unlock both bathrooms
- ☐ Clean picnic tables and benches with wet wipes.
- ☐ Wipe down outside garbage can lids with wet wipes.
- ☐ Wipe down ALL counter areas with a sanitizer cloth.
- ☐ Wipe down handles (fridge, freezer, Snack Shack door) with sanitizer cloth.
- ☐ Restock all counter items.
- ☐ Put \$1 from the till into tip jar.
- ☐ Complete the opening bathroom checklist: Women's bathroom

Shift Lead (Adult Volunteer)

- ☐ Plug in the hot dog rollers, turn it to high, and press the roller button.
- ☐ Wait 10 minutes, then place hot dogs on rollers. Heat to 165 degrees.
 - Weekdays: Start with half a package for each minors/majors
 - Saturdays: Don't serve hot dogs till approx 10:30am; start with half a package for each minors/majors. You can serve earlier if you begin receiving requests for hot dogs.
- ☐ Plug in the steam table
 - ☐ Wipe down the table with a clean towel
 - ☐ Fill with hot water from the coffee machine and turn on to high
 - ☐ Insert ½ pan (back) and ½ perforated pan (front) with a wire rack. Cover with the retracting lid
 - ☐ 10min before opening, put both types of buns in the perforated pan
- ☐ Make 2 bleach buckets – one under the hand sink, one under the dishwashing sink. Fill with 4 quarts of water and 1 tablespoon of bleach.
- ☐ Check cheese supply so that you know if you'll need to replace the cheese bag during your shift.
- ☐ Fill airpot with hot water from the coffee machine for juniors (continue to refill as it gets low)
- ☐ Brew coffee (weekends only)

Snack Shack Closing Checklist

****Manager/Coach of the last game of the day is responsible for making sure the Snack Shack crew has locked up the Shack before leaving the field.****

Floater

- ☐ Restock condiments and place them on the shelf above the microwaves.
- ☐ Wipe down the condiment table and then put it away.
- ☐ Fully stock beverage cooler (use items from the silver fridge first).
- ☐ Turn off (on the back of the machine) and unplug the nacho cheese machine.
- ☐ Make sure chips are sealed tightly.
- ☐ Wipe down counters/shelves in your station.
- ☐ Wipe down the nacho cheese machine with sanitizer.
- ☐ Complete the closing bathroom checklist: Men's bathroom.
- ☐ Sweep Snack Shack - Do NOT sweep debris into the drain.
- ☐ Take out all recycling.
- ☐ Check out with the Shift Lead.

Cashier

- ☐ Take out all of the trash that is in the Snack Shack. NO trash should be left in the Snack Shack.
- ☐ Unplug and put away space heaters.
- ☐ Clean the front of the beverage fridge (use glass cleaner and paper towel).
- ☐ Wipe down handles with sanitizer (fridge, freezer, Snack Shack door).
- ☐ On hot days, place chocolate and other soft candies on the table next to the coffee machine so that it's away from the heat by the counter garage door.
- ☐ Close the counter garage door and lock it (use the hammer).
- ☐ Complete the closing bathroom checklist: Women's bathroom.
- ☐ Lock bathrooms.
- ☐ Check out with the Shift Lead.

Snack Shack Closing Checklist

Shift Lead (Adult Volunteer)

- ☐ Close the awning (the remote is mounted on the wall to the left of the garage door)
- ☐ Coffee and airpots
 - ☐ Dump out coffee, rinse and sanitize the pot
 - ☐ Wash and sanitize the coffee brew basket
 - ☐ Dump out the airpots and wash and sanitize
- ☐ Hot dog rollers
 - ☐ Always clean while hot, with rollers running.
 - ☐ Use the green (scrubbing) side of a soapy sponge, and thoroughly scrub each roller to remove stuck-on food.
 - ☐ Then use a soaking wet sanitizer towel to steam off the remaining residue and grease. Go over each roller individually to get its entire surface area. Take care not to burn yourself – dunk the towel in the sanitizer bucket whenever it gets too hot.
 - ☐ Use a scrub brush and towel to get in the cracks of the white pieces at the end of each roller. Grease really builds up in here, so you need to scrub well each day.
 - ☐ Rinse the white plastic pieces by running a soaking wet bleach towel over them.
 - ☐ Once it is all sparkling clean, **unplug it to let it cool**. Remove the drip pan and wash.
 - ☐ After about 15 minutes, come back to wash underneath the rollers. Use soap and hot water to degrease the interior sides (the area directly below the white plastic roller ends.) Be careful not to burn yourself! Don't do this while the rollers are still too hot to touch.
 - ☐ Replace the drip pan.
 - ☐ Clean tray under hot dog rollers and surrounding surfaces
- ☐ Unplug, empty, and wipe out steam tables and trays
- ☐ Wipe down counters
- ☐ Wash ALL dishes using the 3-sink method (wash, rinse, sanitize) and then air dry
- ☐ Empty sanitizer and soap buckets and rinse out. Leave buckets in the sink.
- ☐ Cash Management: (Lock doors before counting cash.)
 - ☐ Drop all cash in the safe under the counter.
 - ☐ Tip management
 - Tips are distributed at the end of each day (Mon-Sat)
 - Tips will be distributed evenly based on the total junior volunteers that worked that day and the hours the individual worked.
 - ☐ Document total tips within the log book
 - ☐ Distribute tips to juniors who are currently on shift
 - ☐ Place the remaining tip \$ under the till. The Snack Shack director will collect the next day to distribute accordingly.
- ☐ Fill out the daily log book
- ☐ Check out Jr. Volunteers