

Mukilteo Little League

Snack Shack Operating Instructions

First, sign in yourself and anyone else working with you at the time on the sign in sheet.

Check in List:

1. Get till money, change tray, and square card reader from bottom safe and fill register.
2. Plug in square card reader to charge and turn it on
3. Ensure that trash is emptied, and bags are in cans.
4. Turn on Hot Dog warmer at 10am for Saturdays and as soon as you enter for weekday evening games.
5. Turn on popcorn maker; add popcorn after about 3-5mins.
6. Make a pot of coffee.
7. Open window- It needs be unlocked and rolled open using the long handle. It works best to hold it as straight down as possible while you are turning it or pull it up manually
8. Make bleach solution (1 gallon room temp water, ½ cap bleach) and wipe down counters
9. Lay candies and chocolates on counters- .25 and .50 candies are kept on the right side (closest to register) and group chocolates and fruity candies together.
10. Set up folding table outside with coffee pot, condiments, creamer, sugars, napkins, stir sticks, etc. Place a trash can next to it.

Hot Dog Machine: They are two separate machines: the hot dog roller and the bun warmer. Turn on the top portion and turn dials to highest temp. The bottom machine needs about a cup of water in the small slide drawer and then turn it to 160 degrees. Add hot dogs to roller after 5-10mins of warming up. Cook hot dogs until food thermometer reads 145 degrees.

Popcorn Machine: Turn on the POWER, WARMER, STIRRER and KETTLE switches. Wait for the green ready light to turn on. Add popcorn bags- they have all the oil and butter in them. Listen for popping to slow down, then tip popcorn kettle by pulling the handle down. Turn STIRRER and KETTLE buttons to OFF in-between batches or it will smoke and burn oil. You may do 2 bags at a time during busy times.

Money: Cash needs to be taken from the **bottom** of the safe, located in the back of the snack shack. (Snack Shack will provide code as needed) Take cash from the till pouch and count out \$150. Contact Snack Shack Manager if the total is short. Leave other envelope in safe, it is the change fund in case needed turning shifts. Disperse money into the cash register. We allow any kids working or helping to collect tips if offered but we ask adults to not accept them.

Cash out at end of day: Make sure the window and door are closed before you pull the till. Count out \$150 (about \$40 in 1's, \$60 in 5's, and \$50 in 10's. If needed, you can sub with a couple 20's) and put the money in the zippered till pouch. Count out the rest of the money and fill out the count sheet. Then put money and count sheet into a white envelope, date, sign, and seal the outside of the envelope, and then drop that envelope into the slot in the TOP safe.

Check out List:

1. Put all candies and chocolate on the prep table. If it is very hot, put chocolate in refrigerator
2. Wipe down outdoor table, tear down and bring into snack shack
3. Lock up- lock rolling door and shut the door, it locks automatically
4. Clear out excess popcorn and hot dogs
5. Turn off popcorn and hot dog machines and clean hot dog rollers
6. Wipe down all counters
7. Sweep and empty trash cans
8. Cash out (see cash out instructions)
9. Turn off lights and make sure door is locked when you leave

Contact List:

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