

Hut Operations

IMPORTANT No children under the age of 16 allowed in or to operate the hut (**NO EXCEPTIONS**)

OPENING

1. Coaches open door
2. Turn on lights & wipe down surfaces
3. Put trash bag in trash bin if one isn't present
4. Open the serving window
 - Conant:** Unlock padlock on the outside of the hut and slide it open
 - Monk:** Place wooden pole in holder to secure window
5. **Order pizza at start of game - see below**
6. Cash box will be stocked with \$75 **Credit Card is now accepted for payment.**
7. Restock any items that appear to be low inventory
8. Screen doors **must** be closed per the Health Department

PIZZA - FROM Lisa's

Do not order pizza until you know for sure a game will be played due to weather etc.

- Call **Lisa's** (781) 665-0233 at start of game. Tell them you are calling from Melrose Little League
- **CONANT - 116 CONANT ROAD or LEWIS MONK FIELD.** Order pizza as soon as the game starts. Use your judgment - Friday and Saturday games may warrant 3 pizzas.
- **PRICES ARE SET WITH TAX AND TIP.**
 - **2 PIZZAS - \$25.00**
 - **3 PIZZAS - \$33.00**
- **PIZZA MUST BE SERVED BY AN ADULT WEARING GLOVES AND USING SERVING TONGS**

Closing the Hut

- Leave \$75 in cash box (mostly smaller bills)
- Remaining cash goes in a sealed envelope. Label front of envelope with your name, date and amount enclosed. Place in the dropbox
 - **Conant dropbox: Behind screen door**
 - **Monk dropbox: To the left of the serving window**
- **TAKE OUT TRASH** & restock items
- **PLACE LIDS ON ALL FOOD BINS AND LATCH.** No food items should be outside of the bins
- Wipe down all counters. Sweep the floor.
- Close and lock the window, shut the lights, lock doors and padlock serving window. Please reach out to one of the coaches if you need help with keys, locks, etc.

QUESTIONS - PLEASE CALL OR TEXT - GREG GIACOPELLI 201.481.9347