

Closing Procedures - Shift Volunteers & Committee Member

*Offer any remaining hot food items at discounted price near closing time

- (Buy 1, Get 1)

Chick-Fil-A

- Do not give away! Put in fridge to sell the next day.
- Unplug warmer bag

Coffee

- Turn off coffee maker and unplug

Drinks

- Restock all drinks to fill
 - Located in side storage area (might be locked, ask committee member to unlock).

Warmer

- Wipe down warmer
- Unplug

Other miscellaneous Activities

- Bring in menu from out front
- Cover and lock service windows

Walking Tacos

- Unplug crock pot
 - If there is enough leftover for the next day, place in Tupperware container and put in fridge (or freezer, if snack stand will not be open the next day).
 - If small amount leftover, throw away.
- Rinse crockpot, and place bowl and utensils in dishwasher.

Pretzels

- Give away/take home what is left

Soda Floats

- Check freezer to inventory cups (aim to have ~6)
 - Fill more cups as needed

Air Fryers

- Remove air fryer baskets and clean in sink. Place back in air fryer.
- Unplug air fryers!

Hot Dogs

- Once all games have ended, give or throw hot dogs away.
- Ensure there is at least 1 pack of hot dogs in fridge, get more from freezer if needed.

Nachos

- Restock cheese cups as necessary.
- If chips are running low, restock with supply from back room.

Cleaning

- Wipe outside counters
- Wipe inside counters
- Wipe out any obvious mess in fridge(s)
- Put all pots and utensils in dishwasher and run dishwasher (make sure it turns on before you leave) (dishwasher tablets under sink)
- Sweep floor
- **Take all trash and boxes to dumpsters**

Closing Procedures - Committee Member

Money (If you are comfortable doing it-if not, notify Casey @ 610-322-9687)

- Count cash drawer, leaving \$150 in \$10, \$5 and \$1 (leave coins as is)
 - Write date & \$ total on paper for each bundle of cash. Use rubber band to secure.
- Drop cash in safe

Other Miscellaneous

- Leave note, or text Casey with any notes or concerns [(610) 322-9687]
- Lock the bathrooms
- Turn off lights & ceiling fan
- Close door - It will lock when closed

Important Phone Numbers

Snack Stand Coordinator	Casey Raudenbush	610-322-9687
Snack Stand Assistant	Ashley Dallas	267-261-6428 (If you can't get ahold of Casey)
Snack Stand Assistant	Jane Marsteller	267-738-7283

Volunteering Makes a Difference!

We are always looking for more help on the Snack Stand Committee - join us!

Open or close the snack stand, pick up Chick-fil-A or pretzels, help inventory, clean, etc..

It is an easy and great way to support the League!

Contact Casey, if you are interested in helping out!

(610)322-9687