

Closing – Meadows

Popcorn Popper

- Turn off all switches.
- Vacuum out all popcorn and seeds – remove bottom tray and wash.
- Empty vacuum
- Wipe all glass on inside out.
- Wash all scoops, measuring cups, and front flap. Dry and place back in cooled popper.

Water/Pop/Gatorade

- Restock coolers – Rotate stock so closest expiration is in the front and will be sold first.

Candy Trays

- Fill trays – try to equally distribute two different kinds of candy in each section of the box.

Nacho Cheese

- Pull pump out of cheese and wash.
- Put plastic lid on cheese and place in frig – **date the lid.**
- Dump water in warmer and wash the warmer
- Leave Doritos and nacho chips in serving area.

Taco Meat, Hot Dogs

- Pull taco meat from crock pot and/or hot dogs from skillet and place leftover meat in Ziplock bags – **date the bag(s)**
 - If there is another event within 4 days – place in refrigerator, if not place in freezer
 - If there is another event within 4 days – put 1-2 bag(s) of taco meat from freezer in the refrigerator.
- Wash crock pot and serving utensils and place back in serving area.

Condiments

- Store ketchup & mustard packets. Do not refrigerate.
- Store sour cream, salsa & jalapenos in the refrigerator.

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Money Tray

- At the close of stand, ensure cash box has \$150 left in the box.
 - \$50 in ones – remove excess and place in safe, do not include with deposit.
 - \$50 in fives – remove excess and place in safe, do not include with deposit.
 - \$50 in tens
- Prepare Raccoon Valley Bank deposit slip.
 - Add date and description of event.
 - Example: V-BB 11/12/2020 or JV-WR 12/5/2020
 - Only deposit \$10s & \$20s
 - Total each separately and write total of each on the slip.
- 2 people should agree on the total deposit and initial the slip.

Misc.

- Close & lock windows
- Sweep (& mop) as needed.
- DUMP ALL GARBAGE – take to trash bins in hallway.
- Place cash box in closet
- Booster Overseer - Take deposit to Raccoon Valley Bank
- Booster Overseer - Take dirty towels home to wash and return.
- Booster Overseer – Review inventory and call/text Alison Seidl (515-229-0231) if we are out of something or soon will be. Texting pictures of inventory can be helpful!
 - **Please keep in mind the future sports schedule.** If perishable items such as shredded cheese, lettuce, etc. (anything that will go bad or get moldy) is going to expire prior to the next event, please dispose and let Alison know.

Check to be sure we have the following:

Items	
Tortilla Chips	Candy & Candy Bars
Doritos for walking tacos	Soda/Water
Taco Meat	Popcorn/Oil/Bags
Hot Dogs	
Buns	
Pretzels	