

Closing – Football Stand

Popcorn Popper

- Turn off all switches
- Vacuum out all popcorn and seeds – remove bottom tray and wash
- Try to clean the pot as best as you can by scraping off excess residue around the outside. Wipe the inside clean
- Wipe all glass on inside out
- Wash all scoops, measuring cups, and front flap

Pop

- Restock coolers - be sure to follow the way the cooler is set up
- Be sure pop in cooler is rotated (**oldest on top to be sold first**)

Candy Trays

- Fill trays - there should, generally, be two different kinds of candy in each section of the box – don't over fill with only 1 kind

Condiments

- Refill all condiments including sour cream containers
- Refill napkins and silverware – be sure forks are placed tines down so people don't touch the eating part. Place on shelf below the windows

Nacho Cheese

- Pull pump out of cheese and wash
- Put plastic lid on cheese and place in frig – **date the lid**
- Dump water from can holder and wipe clean
- Leave Doritos and nacho chips in serving area

Nacho Meat, Hot Dogs, Hamburgers, Chicken, Brats

- Pull bag from crock pot and place leftover meat in Ziplock bags – **date it**
 - If there is another event within 4 days – place in walk-in cooler, if not place in freezer
- Wash crock pot & tongs/ice cream scoop and place back in serving area

Closing – Football Stand

Buns

- Close bag with twist tie and put in cooler

Money Tray

- Start counting money per instruction sheet in drawer

Inventory

- Take pictures of both coolers, candy trays, chips, shelves in the cooler with product, shelves outside the cooler with product, popcorn, buns, etc. and send to Booster Concessions Rep
Alison- 515-229-0231
Cheri – 515-229-4817
Paige – 515-490-4575
- **CHECK THE ATHLETICS CALENDAR** – What events are in the next week? Is there meat that should be put into the cooler to thaw? Is there enough leftovers for the next JV or middle school event?

Misc.

- Close & lock windows
- Bring in price sheets stands & condiment table
- Sweep (& mop) as needed
- DUMP ALL GARBAGE – take to large dumpster behind high school
- Place cash box in correct place
- Give deposit to Rep or Booster Club Officer
- Be sure someone takes dirty towels home to clean and return
- Close door to closet and stand