

## **PHS BOOSTERS SNACK SHACK**

### **OPERATIONS INFORMATION**

#### **OPENING INSTRUCTIONS (1 of 2)**

- Turn on lights
- Wash hands
- Turn coffee hot water switch on – located in back of coffee machine
- Make sure nacho cheese is warm (we come in the morning to get it started)
- Turn on hot dog roller - front rollers on low, rear rollers on high or medium
- Get hot dogs, buns and condiments from back room fridge and cabinets
- Clean hot dog roller with wet paper towels (while rolling and before it gets too hot). This is to make sure all cleaning chemicals have been removed.
- Make a foil tray (turn up sides) to put under the hot dog roller to catch drippings
- Cover a table with purple plastic table cloth to be outside with condiments
- SIGNS: Put 2 outside Snack Shack and 1 on field behind players (to see from stands)
- Bring drinks from back fridge to front fridge, if needed
- Make sure plenty of candy, Cup O Noodles and chips are in view
- Workers can wear purple aprons
- Unlock rolling window covers and push up windows
- Unlock center windows – push up and open
- Update name of food vendor on outside menu window
- Make sure cash box is in secure place away from the open window

**Other notes: Don't make too many hot dogs. We would rather have more uncooked hot dogs leftover, then waste. You can always cook more – they don't take that long. Please let Diana Peters know if you find anything out of place or not clean when you arrive. Diana 510-759-3557**

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### **OPERATIONS INFORMATION**

#### **CLOSING INSTRUCTIONS (2 of 2)**

- About 30 minutes before closing snack shack, begin cleaning the hot dog roller (see instructions below)
- Restock any drinks and candy in the front room
- Wash any utensils
- Clean Nacho Cheese machine. Put leftover cheese in fridge
- Turn off any items that are turned on (nachos, coffee, hot dog roller)
- Dump old coffee grounds
- Bring in table and condiments – wipe down and wash containers
- **CLOSE AND LOCK INSIDE WINDOWS AND OUTSIDE ROLLING COVERS. MAKE SURE THEY ARE BOTH CLOSED AND LOCKED ON BOTH SIDES!!! THERE HAVE BEEN BREAK-INS. VERY IMPORTANT!**
- Wet mop any large spills on floor
- **BRING IN ALL SIGNS!**
- **PUT KEY IN CASHBOX AND RETURN CASHBOX AND KEY TO LISA IMMEDIATELY! It is not necessary to count the cash we will do it for you Lisa mobile: 510-387-9010**
- Turn off lights
- Close door – **MAKE SURE IT IS CLOSED AND LOCKED (PLEASE MAKE SURE!!!)**

#### **CLEANING HOT DOG ROLLER**

- Use gloves and sponge with 409 to wipe off rollers
- Best for cleaning if rollers are warm, not hot. Will take some elbow grease
- Clean rollers then turn on for a moment to allow rollers to move a bit, clean from back first
- After sponge and 409 – use wipes to clean again. Make sure you clean under rollers –throw away foil under rollers.
- Finally, use wet paper towels to clean chemicals from off rollers – you will need to do this several times for each roller

