

General Procedures: AVON POOL Concession

Pre Opening

- SHIFT LEADER:
- Turn on Lights and unlock front windows
- Turn Air/Fans on to keep room cool.
- Refrigerators should always be at 40 degrees or below.
- Check Cash (\$300) IN CHANGE safe(\$100 in drawer)
- Check for any notes from previous cashier/cooks & check cleaning schedule & check board notes.
- Turn on food & pizza merchandiser, hot dog roller, and pizza oven
- pull 2 pacs of hotdog buns from walk in cooler and set on counter.
- CASHIER/RUNNER
- Turn on hotdog rollers or steamer (put water in 2").
- Check Cash (\$100) IN the drawer RECORD IN THE BINDER BEFORE AND AFTER YOUR SHIFT.
- Check for any notes from previous cashier/cooks & check cleaning schedule & check board notes.
- Bring out SNACK racks, CANDY and supplies and stock if necessary, although cashiers are supposed to stock before they leave....condiment table, chip racks, snack rack, coke cooler, etc
- While near condiment table, move ketchup, mustard and relish bags....squeeze in dispensers so that they do not settle, or shoot out improperly. This includes double checking to make sure dispensers are full enough.
- Make sure slushy machine is full
- Brew a pot of coffee
- check cheese bag levels. Layer bag on top as back up if near empty to start warming the bag
- Make sure Register is on.

Cashiering during business hours

- If two people are scheduled, one will be cashiering and one a runner.
- Cashier: turn register on with key to REG. Put money in cash register. To ring up, just press the button of what they ordered. If 2 of the same item, press 2, THEN X/FOR/DATETIME BUTTON, then the item button. When done with the sale, press subtotal button (SUBTOTAL, enter the cash amount they gave you, then press AMT TEND(CA/AMT TEND). Change will be displayed. You can use guest check to write order on before ringing in. IF CREDIT CARD, press CH button (instead of ca/amt tend) for
- Void during a sale: press ERR CORR/CANCEL BUTTON immediately after the button rang, and the item you just entered will come off.
- If void is for an item previously on the ring, use arrows to highlight the item, press the CA?AMY TEND button and that item is voided

pizza_675 for 7 to 10 minutes. turn timer on at machine and prep table. Cut into 6 slices, put in food merchandiser.

- 5) Chicken fries : cook 10 chicken fries , put n5 in each side of cardboard box, heat 1 1/2 minutes, close , put in merchandiser.
 - 6) Turkey wrap: romaine, mozzarella, 4 oz of turkey, mayo. fold edges, wrap, cut in half at angle, frillpick, put in clear container. Sticker with two days away on bottom. M T W R F S T N
 - 7) Salad: Romaine, Mozzarella, Cranberries. Sticker with two days away on bottom.
 - 8) Cheese for hotdog or pretzel: put into 2 oz cup and lid on. Can make a few extra and keep in merchandiser. Can quick heat a bag in sink in hot water
 - 9) Popcorn: microwave. Open bag carefully, put popcorn in bag.
- Always listen what cashier calls to you for food items. Take ticket receipts and put under magnet on counters. Let them know if they are just standing there that they can help also if you need it. If there will be a wait on an item, have them send customer to condiment window to wait. When item is ready , call customers name.
 - If you run out of an item (like hotdogs) you can always speed cook some in the microwave while a new batch is warming or cook in pizza oven. Cook to 165 degrees.
 - Transfer cheese sauce left in old bag into 2 oz cups and put in merchandiser (in pizza box.

Closing

- Put windows down and lock bolts.
- Throw out left overcooked popcorn, hotdogs, pretzels, chicken fries from food merchandiser and mark on sheet. If more is needed for tomorrow, take out of freezer. Pizza can possibly be reheated the next day
- Clean hot dog roller, pizza oven, and spray merchandisers with sanitizer. Do not immerse electrical unit in water. Clean out microwaves.
- Put bread in cooler.
- Wipe off counters. wipe down all surfaces...coolers, counters, microwave!!!, CONDIMENT TABLE
- Clean out condiment pump ends with brush and wrap with foil.
- Wash all utensils in sink with hot soapy water, rinse, and sanitizer. Let air dry on counter.
- **RESTOCK** all "front house" products, including rotating beverages of new drinks to the right side of cooler.
- **text Maggie with any items that are really low Cell 440-552-9052**
- **Empty** and re-line all trash containers – place in dumpster outside .Break down all cardboard boxes. Put outside in trash cans.

Closing: Check this sheet off at close and put with deposit

- ___ Put windows down and lock bolts.
- ___ Throw out left over hotdogs and mark on sheet. If more is needed for tomorrow, take out of freezer. If stock is low, TEXT Maggie at 440-522-9052.
- ___ Clean hot dog roller or steamer with sanitizer/ and under racks. Do not immerse electrical unit in water. Clean out microwaves, merchandisers, oven
- ___ Put bread in cooler.
- ___ Wipe off counters, coolers, surfaces...coolers, counters, microwave!!!,
- ___ Clean out condiment pump ends with brush and wrap with foil.
- Wash all utensils in sink with hot soapy water, rinse, and sanitizer. Let air dry on counter. Clean coffee area, pot. Clean slushy machine
- ___ **RESTOCK** all "front house" products, including rotating beverages of new drinks to the back of cooler. Leave cheese machine ON and bag in it, 15 pretzels in wax paper. fluid in slushy machine, slushy jugs filled,
- ___ **text Maggie with any items that are really low Cell 440-522-9052**
- ___ Empty and re-line all trash containers – place in dumpster outside .Break down all cardboard boxes. Put outside in trash cans.
- ___ Empty all water pans from under all refrigerators.
- ___ Sweep and mop floor with wash and walk in water, then squeegee towards drains. DO EVERY NIGHT!!!! Empty mop water and squeeze mop water out.
- ___ REGISTER close out: write date & sales \$ outside envelope. Daily tape & closeout tape.
- Name _____
- Date _____
- Location _____
- Waste _____
- Sales on Tape _____
- Sales Actual _____

Notes: