

Float Factory General procedures:

1. Check the gas levels in the truck and generators.
2. Check the water level in the water reservoir.
3. Turn on the generator, turn the red key (in the back) and push the button next to it.
4. Flip the circuit – push the switch up.
5. Turn both sides on, the left generator runs the freezer the right runs the lights and register. Turn the lights on. If the lights do not come on check the breaker on the right in the back. From the dashboard, make sure the pump is on.
6. Put the awning up: Take the pins out and reposition the arms. Put the pins back in and raise the awning hydraulically from the dashboard.

Opening:

7. Take the bungee cords off of everything.
8. Plug the neon lights in and turn them on.
9. Count your cash drawer and make sure there is enough change (coins and small bills).
10. Check the tablet and card swipe device. Make sure the tablet is fully charged. If it isn't, it can be plugged into the dash to charge.
11. Put a sleeve of cups, lids, bowls on shelf. Make sure cooler is stocked with cans of pop
12. Fill a small bucket with sanitizer and water and put one rag in it to use for clean up all through your shift.
13. Uncover the gallons of icecream and leave freezer top doors open to soften the icecream.
14. Smile and open for business.

Closing:

1. Z1 out the register. Count your cash. Leave \$ 200.00 in the register and put the rest of the money and the register tape into a deposit envelope that you have labeled with the date and your name. Right down credit card sales amount.
2. Inventory items on paperwork. Put paperwork in deposit envelope
3. Close up all containers and bottles and put everything away.
4. Stock cooler with more pops. Make note of what products and supplies you are low on or out of. Put everything back onto shelves and into crates. Secure with bungee cords where necessary. Don't forget to secure the neon signs.
5. Wipe down all counter surfaces, sweep, and empty the garbage can.
6. Lower the awning. Make sure it is secure.
7. Return to the Fountain Bleau and bring in dirty rags, pans and utensils. Wash them and put them back into their proper bin.
8. Take the register and your deposit in.
9. Plug the truck back in at the Fountain Bleau.

