

Closing Instructions

1. At the end of the third quarter, begin shutting down and disassembling the hot food warmers.
2. Try to sell popcorn and hot dogs at a discount.
3. Fill the three sinks for dishwashing.
4. Turn off all food warmers, hot dog machines, hot chocolate machines, coffee maker, etc. The longer you can allow food to cool while you do other things, the better.
5. Close and lock all serving windows.
6. Unplug all counter appliances.
7. Clear all counters of supplies (cups, straws, napkins, etc), placing them on the shelves under the counters.
8. Clean and sanitize the countertops.
9. Drain the cold drink tubs.
10. Store candy, condiments, pickles, jalapenos in the refrigerator.
11. Freeze any leftover buns and unopened containers of soft pretzels, chili, and BBQ.
12. Clean and sanitize the popcorn, pretzel and hot dog machines.
13. Empty all hot foods you are going to save into their original containers. When cool, put in refrigerator.
14. Throw away any previously-heated wieners. On varsity nights put the wieners into buns and send them to the 'queso party'.
15. Leave pizza heat bags and Chick-Fil-A containers in stand.
16. Wash all pots, coffee dispensers, utensils, etc. Let air dry.
17. Empty the water out of food warmers, rinse, and re-assemble.
18. Thoroughly clean hot chocolate bins / machine. Re-assemble.
19. Be sure all supplies are stored neatly on the shelves, ready for the next event.
20. Gather all wet and dirty towels and dishcloths for washing, place into blue bucket.
21. Take trash cans and empty boxes outside.
22. Be sure money is picked up by Treasurer or President.
23. Be sure all refrigerator and freezer doors are closed completely.
24. Sweep and mop the floor.
25. Lock the Emergency ice bins (located outside of Home A and Visitor stands).
26. Turn off hot water heater switch (on wall by heater)
27. Turn out the lights and lock the door.