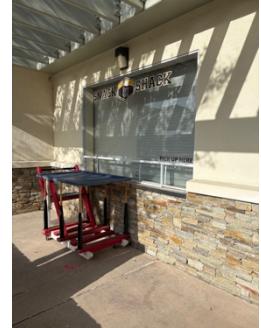


## THANK YOU FOR VOLUNTEERING!



### OPENING CHECKLIST

- Unlock metal window guards using the key from the lockbox. Place the metal locks in the drawer underneath the register labeled "locks." To avoid losing the key or getting locked out of the Snack Shack, immediately place the key back into the lock box and scramble the code.
- Pull the utensil/ condiment cart outside of the Snack Shack and place it by the pick-up window. It should be stocked, but if it is not, most items can be found in the supply closet.
- Tap the register to turn on the screen – please see "Register Operation" sheet in binder for more detailed operation information.
- Plug in all appliances as needed. We recommend plugging the microwave into the wall outlet closest to the refrigerator, so the power strip is not overloaded.
- If using the Food Warmer below the counter, use the extension cord plugged in below the register.



## THANK YOU FOR VOLUNTEERING!



### CLOSING CHECKLIST

Completing this checklist will help the next set of volunteers tremendously. Your efforts are much appreciated! All re-stock inventory can be found in the supply closet.

- Please re-stock the drink cooler, putting newly added items BEHIND the drinks already stocked. This ensures the older products are being used first.
- If empty, please fill the snow-cone syrup bottle(s) using the large jugs in the closet. A funnel can be found in the “Snow Cone Supplies” bin, underneath the counter.
- If empty, please re-stock the bins underneath the microwave i.e., paper plates, paper boats, hot dog bags, popcorn bags, etc.
- Pull in condiment cart and neatly re-stock the napkins, utensils and condiments trays.
- Unplug and clean/ sanitize all appliances used. If you used the popcorn machine, please do not attempt to clean the kettle; it stays hot for a while. Message Allie (see footer) and let her know.
- Wipe down/ sanitize all countertops
- Sweep floor
- Take out all garbage and place in large trash receptacle outside of Snack Shack
- Scan the QR code by the register to complete the closing survey. You MUST submit this to receive credit for your shift!**
- Close metal windows guards and lock
- Turn off the lights
- Lock the Snack Shack door and return the key to the lock box. Be sure to scramble the code before departing