

Concession Stand Closing Checklist

BPGSA

- ✓ **Restock All Items**
 - Refrigerator – water, soda, gatorade
 - Candy, Chips, Seeds
 - Defrost hotdogs from freezer if needed (move to fridge under microwave)
 - Add items to order list in folder that are out of stock

- ✓ **Clean / Wipe down Appliances Used and Unplug**
 - Hot Dog Roller
 - Pretzel Warmer
 - Coffee Maker(s)
 - Microwave
 - Clean any utensils used during the day

- ✓ **Wipe Counters**

- ✓ **Sweep Floor**

- ✓ **Check Bathrooms**
 - Restock toilet paper, paper towels and soap; empty trash
 - Lock Doors

- ✓ **Trash Removal**
 - Place full bag inside cans located outside Concession Stand
 - Breakdown boxes and leave boxes next to trash can outside of concession
 - Replace bag in can in concession stand can

- ✓ **Cash Drawer (Cash log and Cash Envelope)**
 - Count out **\$35** in small bills (\$1 and \$5) and leave in drawer.
 - Count the rest and put in envelope. (Envelopes can be found in cabinet with cash box under hot dog warmer). Write date/amount/initials on envelope.
 - Complete Cash Log Document located in drawer with same information
 - Put envelope in cash drop box in cabinet

- ✓ **Shut off Lights**

- ✓ **Lock Concession Windows (slide locks through slots)**

- ✓ **Lock Concession Stand Door**