

### **Some notes on how things work at Victoria:**

- You'll have someone from the front desk unlock the door for you.
- They will also give you the remote to turn on the TV that has the menu on it. You might have to go to the input that says USB. Then select the picture of the menu.
- If you go back to where the storage space is, you will find a small lock box. The code is 2 4 6 to open it-the keys inside will unlock the register drawer and pop cooler.
- You'll unlock the register drawer and count the cash-should equal \$200(if not, make a note of how much is there to note again at closing).
- If you need to make change throughout your shift, the key inside the register drawer will open the change lock box(located at the end of the counter near the pop cooler). Please make sure to put in a \$20 bill if you take out 20 \$1 bills to keep the register/safe balanced.
- The Square passcode is 2024

### **Opening Register (code for screen is 2024)**

- You'll open the register drawer and count the cash-should equal \$200(if not, make a note of how much is there to note again at closing).
- With the register on the "checkout" screen.
- Just hit "change" in the lower right corner two times to open the drawer.

### **THE GATE:**

- **Only locks on the right side!** You'll push down on the gate with your left hand and turn the silver lock to open. There is a hockey stick to prop it open if needed.
- To close, push down with your left hand and push the black lever to the right. Please shake the gate and make sure it's secure.

### **Turn on:**

- Press pizza oven button 3 times to preheat to 350
- Turn on hot dog roller & set front rollers to 10(you won't need back rollers)
- Open warmer drawer under rollers (should have a bit of distilled water in the bottom-add if needed), turn knob to 130 degrees
- Make coffee
- Popcorn maker light/rotation/heat
- Pretzel warmer light

### **Food prep:**

PLASTIC GLOVES ARE LOCATED UNDER MINI DONUT MACHINE AND BY HOT DOG ROLLERS

- Hotdogs
  - Hot dogs-located in a plastic container in the fridge (the one on the left in the room w/3 sinks is a fridge, on the right side is another freezer)
  - Put 6-8 hot dogs on warm rollers. They cook for 15 minutes or so, go in a bun, in a foil pouch and in the warmer.
  - Buns are on the shelf under the rollers & in the silver freezer if you need more.
- Popcorn(one pouch of popcorn makes about 6 boxes of popcorn)

- Popcorn-turn on all 3 green switches.
- Cut the top off of the whole popcorn pouch and dump all contents into the kettle, close the kettle, and let cook.
- When popping slows down, dump the kettle and turn off heat & rotator switches.
- Pretzels
  - Pretzels-located in white freezer
  - Take out 1 pack to start.
  - Spray each one, dip 2 in salt & leave 2 plain.
  - They go directly on the pizza oven rack & cook @350 for 6 minutes
  - Once cooked, hang in the warmer-use tissue to remove from the warmer, this way you won't need gloves to handle them again when ordered.
  - Nacho cheese machine stays on/plugged in all the time.
  - If you need to change the cheese bag there is a yellow/orange tool to pop the cap off of the new bag
- Slushies
  - Use slush puppy machine
  - Pour liquid into a slush puppy plastic cup and add 3 pumps of flavor.
  - Serve with a lid and straw

### **Register:**

- Ringing up items:
  - If you are in checkout, you can just type in the product you are selling and all like products will appear. Example: "pop" would bring up popcorn and baby bottle pops
  - Select what you are selling and it will appear on the right side of the screen.
  - Go back to the search bar, hit x, and enter the next item.
  - Once all items are on the right side, select checkout.
- Deleting Items:
  - If you need to delete an item from the right side, touch it and swipe left.
- Paying:
  - If paying with a credit card(\$5 minimum purchase), they insert their card now.
  - If paying cash, you can select the denomination of \$ they give you. The machine will calculate change for you.
  -

**\*\*\*\*Start cleanup and dishes about 30 minutes before closing time. This will make sure you get out when your DIBs end.**

### **Closing the register:**

- Go to the **More** button at the bottom of the screen
- Select reports & hit the upload arrow in the upper right corner, print report.
- Count all cash in the drawer.
- Leave \$200 in small bills/change for the next shift and lock the drawer.
- Count remaining cash, compare with cash total on report & make notes if necessary.

- Put all cash and report in a manilla envelope (located in white cart under the serving window, bottom drawer).
- Write date, total deposit and your name on the envelope.
- The envelope goes in the tiny safe located where pop storage is under the silver shelving.

\*\*\*The keys will get put inside of the lock box (located in the back storage room) that is on the shelf above the safe-code 2 4 6.

**Cleaning machines:** TOWELS ARE LOCATED IN THE ROOM WITH 3 SINKS

- Hot dog rollers
  - Wipe with a damp soapy towel while warm and rolling to get the grease off.
  - Go over again with just a wet towel.
  - Wipe the drip tray clean.
- Popcorn machine
  - Clean out extra popcorn.
  - Wipe out the inside of the kettle with a damp towel.
  - Wipe all surfaces with vinegar water & dry towel.
  - Clean kernel tray, metal door and scoop.
- Miscellaneous
  - Clean out the coffee pot.
  - Clean out the pizza oven if needed.
  - Wipe out pretzel warmer.
  - Wipe all counters.
  - Remove the drip tray from the hot chocolate machine and clean it.

**Stocking**

- Please leave concessions stocked and ready for the next shift.
  - Fill pop cooler
  - Buns out
  - Hot dogs in fridge

Please call/text if you have questions.

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Thank you again for volunteering! Have fun!!