

MJH CONCESSIONS

CLOSING CHECKLIST

	TASK	COMPLETED
1	Turn off hotdog maker, popcorn maker, oven, front warmer. Leave cheese machine on.	
2	Turn off (don't unplug) coffee and empty filters and pots and wash.	
3	Wipe down pop and hot chocolate machines, clean drip trays and pop spickets (twist about a half turn and pull down).	
4	Offer left overs to coaches, refs and rink staff.	
5	Label and put any food in refrigerator that can be kept.	
6	Take candy/granola bar shelves off counter and onto back left counter. Put chocolate in clear containers and the rest back into the cupboards.	
7	Put chip rack in back.	
8	Put away ketchup/mustard in fridge and creamer/sugar/napkins/silverware on back shelf.	
9	Clean & wipe down counters in front & back with bleach water. Clean popcorn machine, hot dog machine, microwaves & wipe down cheese machine.	
10	Refill drink cooler.	
11	Do dishes & wipe down sinks following 3 sink instructions.	
12	Empty trash every night no matter how much is in it. Bring bag to white cart outside Zamboni door.	
13	Plug in tablet on back left counter by cupboard.	
14	Put hand sanitizer and Run 4 Lakeview can in the back left cupboard.	
15	Use daily revenue sheet started at opening to count money in register. Sign the sheet. Put the money, daily revenue sheet, daily sign in sheet and keys into the cash bag. Turn register to "off". Leave money drawer open.	
16	Lock drink cooler and pop machine. Lock overhead door.	
17	Shut off all lights and make sure the blue door is shut.	
18	Put cash bag with sheets and keys in MJH office (give to Amanda or put in mail slot)	