

MJH CONCESSIONS

OPENING CHECKLIST

| | TASK | COMPLETED |
|----|---|-----------|
| 1 | Fill out the food employee illness reporting form from form binder and put in yellow folder. | |
| 2 | Wash your hands | |
| 3 | Turn on popcorn machine, hotdog machine (oven on weekends/busier days) and front warmer. | |
| 4 | Make ½ pot coffee using only (1) 2 oz bag at a time (or grounds end up in coffee). Flip on warmer switch on the bottom. | |
| 5 | Unlock the drink cooler and fountain pop machine | |
| 6 | Fill pop machine with ice | |
| 7 | Place candy, ring pops, suckers, granola bars, etc on counter. Use bin of open chocolate candy and other items are in cupboards above. | |
| 8 | Bring chip rack to the front | |
| 9 | Put out creamer, sugar, stir sticks, ketchup and mustard, napkins and utensils out. These are on the small shelf or in the fridge. | |
| 10 | Get out a sign in sheet AND daily revenue sheet . Sign in per directions. Count the money, record on the revenue sheet and put money into register. Turn register to “reg”. NS button opens the register. Put the keys, money bag, sign in sheet and revenue sheet in/on white basket. | |
| 11 | Put tablet out by register. Turn on with button at top right and swipe up on screen. Open “square” app and on bottom left, click on “Checkout”. Use tablet for all transactions to track inventory. | |
| 12 | Put Hand Sanitizer and Run 4 Lakeview can by register from far left cabinet. | |
| 13 | Cook food items based on day/rink schedule (see instructions following) | |
| 14 | Make sure menu board correct for the day you are working (ie pizza, cinnamon rolls, chili, cinnamon rolls on weekends) | |
| 15 | Make bleach water (see instructions) to keep on back counter by sink in red bucket. | |