* Fill three sinks: 1) Wash, 2) rinse, 3) sanitize (Two Tbs bleach per gallon of water)
	+ ONLY DRAIN ONE SINK AT A TIME
* Clean and Sanitize Hot Dog Machine and table top grills
* Wash and Sanitize Crock Pots and Coffee Pots
* Clean and Sanitize Popcorn Machine
* Clean and Sanitize Pizza Warmer
* Pack up all packaged foods and supplies
	+ No mixing leftover and new products for food quality and safety
* Label Chili and Cheese with one week expiration from open date
* Cleaning chemicals must be kept under sinks, away from food
* Clean and Sanitize ALL surfaces with sanitizing wipes and paper towels
* Sanitize floor with mop using sanitizing solution
	+ OUTSIDE STAND – Supplies are in the south closet. Dispose of dirty water in receptacle inside closet, NOT IN STAND SINKS!
	+ INSIDE STAND – Call Custodian for mop delivery. Leave dirty water outside of stand for custodial disposal into proper receptacle - NOT IN STAND SINKS!
* Count money, fill out cash form, sign. Have second counter verify and sign
* OUTSIDE- Put tied garbage bags outside of the stand in the back.
* INSIDE- Put tied garbage bags next to the door (Maintenance will pick them up)
* OUTSIDE STAND – Bring in OPEN sign and price list
* INSIDE STAND – Bring in price list
* Write down any supplies needed on WipeBoard
* Contact Treasurer to arrange transfer of cash box with 15 minute notice
* Lock BOTH METAL ROLLUP and GLASS WINDOWS for stand security
* LOCK Stand door

Closer Signature: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for all your help!! Any questions please call:

 Concession Managers: Eric Mulholland 248.595.2632

 Josie Kaars-Mulholand 248.494.3451

 Treasure: Rhonda Glazer 248.877.0477

 Secretary: Brandy Badertscher 517.605.7820