

## Concessions Checklist – Kitchen

### OPENING:

- \_\_\_\_ 1. **Get money bag, menus and checklist from office.** They will be in the first drawer of the island. Count the money into the cash box kept in the kitchen. Verify the amount on the form enclosed in the bag.
- \_\_\_\_ 2. Check menu and then start appropriate appliances (oven to 400 & warmer on highest setting for pretzel bites; Nesco for hamburgers; pot w/water for hot dogs and mini crock pots for Nacho cheese and for Hormel chili, popcorn popper, etc.). Get meat into appropriate appliance immediately so that it is warm by opening time. For plain Nacho's use the plastic trays. For Chili Cheese Nacho's use a plate, dump the chips on the plate, ladle nacho cheese over chips then chili over the cheese.
- \_\_\_\_ 3. Start popping popcorn. Instructions are on the popcorn popper.
- \_\_\_\_ 4. Pretzel bites: Place frozen bites on cookie sheets; spray with water; sprinkle with salt; heat in oven for 6-8 minutes; transfer to baking sheets in warmer. Make enough for 8 orders, to start (about 12 bites per order). Use the plastic trays.
- \_\_\_\_ 5. Set up table in front of window with condiments & other supplies – napkins, utensils, pickles, pickled jalapeno's, ketchup, mustard, popcorn seasonings, salt/pepper, Hang menus.
- \_\_\_\_ 6. Set out candy, chips and other items.

### CLOSING:

- \_\_\_\_ 1. Start putting away items slowly as you are nearing the end of your shift.
- \_\_\_\_ 2. After half-time, pop popcorn only as needed. Once all popping is done, **clean the popcorn machine with the special cleaner.**
- \_\_\_\_ 3. Put any leftover meat into a Ziploc bag and **into the freezer**, put nacho cheese back into the container, chips & candy away, etc.
- \_\_\_\_ 4. **Restock ALL drinks in the cooler.** If inventory is low on anything, please inform Ruth Bleick.
- \_\_\_\_ 5. Wipe down all areas including tables in the commons. Sweep up any debris in the commons and kitchen. (Cleaning supplies can be found in the janitor's closet.) Wipe down counters in kitchen & sweep.
- \_\_\_\_ 6. Wash dishes as necessary but leave drip dry in drying rack.
- \_\_\_\_ 7. Garbage in kitchen should be taken outside to waste receptacle.
- \_\_\_\_ 8. **PLEASE email or text Ruth Bleick to report on amount of meat sold and if anything is running low – ruthb@grafcreamery.com or (920) 676-8734, or Kate Krueger – kktj21@hotmail.com or (920) 655-7299.**
- \_\_\_\_ 9. TWO PEOPLE need to count the cash box and return it to the money bag. Fill out the form as necessary. Drop bag into the safe in the office under the counter.