

# BOOSTER Concession Opening Checklist:

*Treasurer will contact opener for transfer of cash box & keys.*

- Count money in the cash box & initial.
- Unlock Pepsi cooler – keep lock with key in cash box!
- MUST WEAR A HAT or a hairnet (provided) AND an apron (provided).
- Wash hands first and wash often
- Wipe ALL surfaces w/sanitizing wipes BEFORE putting anything out.
- Start Crock Pots – Chili & Cheese (add ¼ cup water). Serve @ 165 degrees.
  - ✓ No mixing new & leftover products for food quality & safety)
- Start Hot Dogs (add water in bottom tray at 1st & 2nd shifts). Hold @ 145 degrees.
  - ✓ Don't wrap in bun w/foil UNTIL SERVING TIME for food quality. Unless super busy – then make a few and hold in the pizza warmer. \*
- Start Making Popcorn – store filled bags inside heated area.
- Start Coffee – 1 pot for coffee / 1 water for hot chocolate
- Turn on Pizza Warmer – add water in bottom tray at 1st and 2nd shifts).
- Take out all packaged foods (candy, chips, etc)
- Take out customer counter items: condiments, napkins, cream, sugar, stirrers.
- Arrange drink display
- Put menu board outside the stand by the service windows.
- OUTSIDE Stand – Hang OPEN sign outside the stand.
- INSIDE Stand – Put tables & chairs into hallway.
- Pizza will be delivered to stand - Pay from cash box, keep receipt and tip \$3.
- Wrap each piece of pizza in foil, hold in warmer at 145 degrees.
  - ✓ If you run low of pizza and want to order more, leave 45-60 minutes for delivery. Call Hungry Howie's of Milford @ 248.684.7300, press 0 to skip specials, ask for large deep dish, pepperoni, plain crust, cut in 6 slices.
  - ✓ 1st shift should maintain supplies & cleanliness for 2nd shift
  - ✓ 2nd shift should begin closing checklist duties after ½ time rush is over.
  - ✓

Opener's Signature **X** \_\_\_\_\_ Date/Event \_\_\_\_\_

**Thank You For All Your Help!!! Any Questions Please Call:**

Concessions Manager: Denise Adams @ 248-345-5076

Volunteer Coordinators: Shelly Jacoboni @248-705-1031 or Nadine Girvan 248-240-7540

Treasurer: Judy Zaremba @ 248-672-3730