

CLEAN UP LIST FOR BASKETBALL CONCESSIONS

1. Clean-up and break down of stand can begin when concessions sales die down considerably. ** Please close main window to signal close to sales! Remove menu sign and place inside storage closet (it is velcroed to the wall and should come down easily). Return easel and concessions sign from hall to storage closet.
2. Cleaning instructions for all machines are listed on the wall by the machines. The popcorn machine and cart are returned to the storage closet. The nacho machine and slow cookers all go on the metal cart next to the metal refrigerator. Slow cookers need to be washed-dish soap on metal cart along with handi-wipes. **Please restock popcorn, oil sticks and bags on popcorn stand when returning it.**
3. IF NOT ALREADY COMPLETED-DRINKS NEED TO BE RESTOCKED IN FRIG SO THEY ARE COOLED AND READY FOR THE NEXT EVENT.
4. All candy is stored in the metal cabinet where it was found. Please restock any candy that has run out.
5. Zip lock bags and zip lock containers are available for any extra taco meat or hot dogs. Extra buns go back in frig. If condiments are salvageable please place back in frig.-if too used please toss.
6. The cash box is returned to the storage closet and tucked behind candy boxes on right shelving unit (generally the middle shelf).
7. All counters must be wiped down with Anywhere spray and paper towel (they are on metal cart).
8. Floors must be swept and then washed. Broom and dust pan were brought in with set up of stand. A Wet Jet Swifter mop is in the storage closet. Please wash floor with this mop. **Dispose of mop head.** Supplies for mop are on shelves in storage closet under "Cleaning Supplies".
9. Broom and mop get returned to storage cabinet with popcorn cart.
10. Please close up garbage bag and place outside concession door. Any cardboard should be placed next to garbage bag, outside concessions door, for recycling.

11. All paper products such as nacho trays, napkins, hotdog trays etc. get stored on the metal cart next to the microwave stand. Please restock from storage if we are getting low.
12. Concession door, and both storage closets need to be securely locked prior to leaving. The concessions door may lock when pulled closed but you will need to find the janitor to lock all other doors before you leave. Please make every effort to leave the stand as clean as when you arrived. We are using the work space of the high school kitchen staff. They are responsible for the condition of this area and truly appreciate our efforts to maintain it by their standards. Thank you!

THANK YOU FOR VOLUNTEERING FOR THE MUSIC PROGRAM!

****Any questions please contact Jeanette Heitman at (920) 723-8850.**

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