



Snack Shack Procedure

1. Open the Bathrooms
2. Roll the Grill out and fire it up (9AM games just roll it out no need to start the grill until about 11)
3. Turn on the Deep Fryer, Warmers (set the dial to #4), Plug in the Keurig and the Hamilton Beach Coffee Pot (this is used just for hot water for use in making tea)
4. Make sure the Beverage cooler is stocked.
5. Hang chips above the counter
6. Place the condiments outside in the silver tub with some Ice

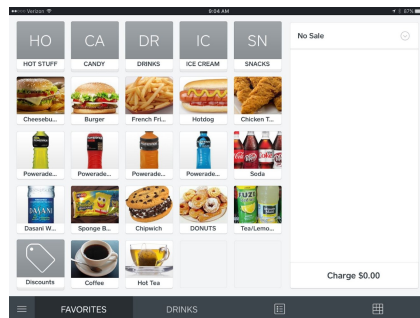
FOOD PREP

1. Gloves will be provided, we need to use gloves when handling food
2. Cook burgers and dogs on the grill (our goal is not to make too much food, keep in mind the number of games going on and the day of the week)
3. Cheeseburgers generally outsell Burgers at least 2/1 so keep that in mind (cheese is located in the white fridge in the back room).
4. Rolls are located on top of the white Fridge (in Blue Racks)
5. Foil wrappers for the burgers and dogs are on the grill
6. Fries, onion rings, mozzarella sticks, chicken tenders and churros will be located in the freezer on the majors side of the shack (additional stock will be in the freezers in the back room).
7. When cooking the fried foods refer to the cooking times posted on the cooler to the left of the Fryer. The portion size are also listed for the tenders and mozzarella sticks (marinara sauce for the mozzarella sticks is located in the beverage cooler)
8. All food when cooked will be placed in the 2 warmers for sale, monitor the inventory and replace as necessary (always keeping in mind we want to minimize waste)

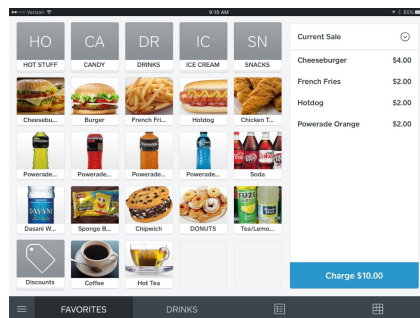


SQUARE POS

1. Every sale needs to input into the square register.
2. We take all major credit cards (both swipe and chip).
3. Punch in the customers order from the home screen

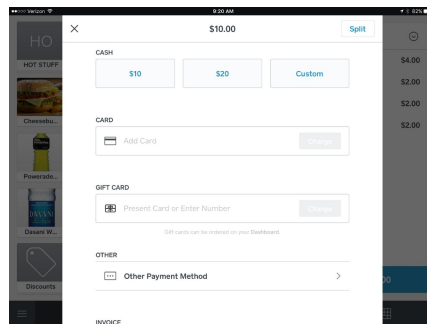


4. Once the customer's order is input (the order populates on the right side of screen) hit charge button in lower right of screen:





At this screen either swipe or insert the card (chip card reader is white square device on the counter) or enter the cash tendered follow the prompts on the screen



Notes/Tips: As you enter the order and you make a mistake you can hit the drop down next to “Current Sale” and select “Clear Items”

To change the quantities hit the item multiple times. Or click the item under current sale and use the plus or minus sign to adjust the quantities

Refund

Hit the 3 horizontal lines on the bottom left of the home screen. Select “Activity” if it is a recent transaction you may see it just select and on the right side select “Issue Refund”. Select a reason utilize custom and type a reason if one of the pre populated reasons does not apply.

*We comp umpires their food and drink. When an umpire come to the window enter their order as usual then hit the discount button lower left of the screen (below the dasani left of the coffee) and select “Umpire Comp” it should zero out there order.



END OF NIGHT CLOSEOUT

1. Turn Everything off, Grill, Fryer, Warmers, unplug the Keurig and the coffee Pot.
2. Make sure all Refrigerators and Freezers are shut. Reconfirm the Ice cream freezer doors are slid shut.
3. Count the orders of Cooked Foods (burgers, fries, onion rings, Mozz sticks, etc) enter into the POS hit Discounts the "end of night leftovers" this will let us know what was leftover, it can be then given away (only after it has been entered into the POS).
4. Hit the 3 horizontal bars on the POS, Select "Reports" then "End Drawer", count just the cash (no change). In Drawer Description just type Majors, Minors, Tball or all 3 if there were 3 games (Gives us an idea of potential customers)
5. Deposit everything in excess of \$150 (leave 150 as the start drawer for the next day (4x\$20+2x\$10+5x\$3+35x\$1= \$150) that was just an example use your creativity just get to \$150.
6. Deposit, White envelopes located on the shelves between the windows. Insert cash in excess of \$150 then deposit into the safe in the back room to the left of the black refrigerator.
7. Email me and Jim and Bill the amount (you can email the whole board again i will leave it up to you)
8. Wipe down all surfaces and utensils return the shack to the condition it was in when your shift began.
9. Any questions please call Shawn Laverty 201-650-6376 or Jim Liming 908-720-9887