

Closing Instructions

- ❖ Put leftover soup, meat, cookies (zip-lock bag), buns etc in containers if needed and place them in the refrigerator.
- ❖ Bring in condiments, spoons, forks from the lobby. Also the blue mat so that it can be washed. Wipe off table if needed.
- ❖ Turn off all machines (not the cheese machine or slush). Pizza warmer just turn dial counter clockwise to zero.
- ❖ Empty the water in the hot dog steamer. Wash all items and also wash out the water holder area too.
- ❖ Empty out the popcorn machine and wipe down the inside and outside. Wash scoop and catch tray.
- ❖ Empty the water out of the warmers and wipe them down, but please plug them back in. Wipe out Pizza warmer also.
- ❖ Vacuum Mats, Sweep & Mop floor.
- ❖ Restock if needed, Note if out of something.
- ❖ Do all dishes and wipe off counters.
- ❖ Take out all garbage/boxes to the dumpsters.
- ❖ Place money in correct numbered bag and drop in lock box, drop change bag too. Turn till key to off.
- ❖ Shut off light and lock the door.

❖ **You are done – THANK YOU FOR VOLUNTEERING!!**