

CONCESSIONS INFORMATION

HOME EDITION

In each concession stand there is a three-ring binder containing procedures and recipes. As far as I know, no one has a chance to refer to this book because they are too busy working concessions. So new people fly by the seat of their pants or rely on an experienced parent to show them how.

This booklet is designed for you to read when you have time at home. It should help familiarize you with procedures and make you more comfortable when working in concessions.

It starts out with a few policies. Some of you may not be familiar with. One policy that I get a lot of questions about is the game officials and free drinks. Please read this particular policy. During a busy game or tournament, the EMT or referees may pop in and ask for a beverage. They may be getting beverages for both referees and EMT. There is no need to keep track, they are always honest about it. We appreciate these officials and we should show it. This also includes penalty box workers and score keepers. Beverages include any hot/cold beverage including soda and Gatorade/Powerade.

Also in this packet is a check list for opening the concessions. If you are signed up to open and work the first shift of the day, please follow these instructions.

There are several "how to" pages on most of the beverages and food. These instructions are also posted on the wall by the equipment.

There is also a procedure check list for closing. If you are the last shift of the day, please refer to this check list.

One of the duties of closing is counting the money and completing the Daily Concessions Report. A copy of that report is included in this packet. If you can familiarize yourself with this report prior to actually doing it, it should be less stressful.

There is an instruction page on the cash register use in this packet as well. Here are a few things about the cash register that might be helpful:

1. If the register freezes up on you and you cannot open the drawer, then one of the two tape rolls are used up. There are spare rolls in the drawer under the TV. I will try really hard to make sure this doesn't happen by keeping it full. If it's really busy and you just need the cash drawer open to make change, there is a button under the drawer in back to release the drawer. Please do not try to pry it open.
2. It is not the end of the world if you make a mistake with the till. Just write a note for me and put it in the bank bag.
3. When you do a "Z" report: First make sure it is a "Z" not an "X". It will make a difference the next day if you do an X report. Also, the report may print but may slide under the cover of the till. Just pop open the cover and retrieve it.

That's about it. My phone number is listed on a few of these pages. Call me if you have any questions. One last thing: Not everyone is cut out to work in concessions. If you are one of those people, there are other jobs you can do to get your dibs completed. I know that working concessions can be a lot of fun and it's not worth getting upset over.

Thank You!

Theresa A. Peterson
Concessions Manager
(218) 766-5708
(218) 243-3031

11/9/11



Bemidji Youth Hockey

BEMIDJI YOUTH HOCKEY CONCESSIONS

RECIPES PROCEDURES

REVISED 9/14/10



Concession Workers Policy

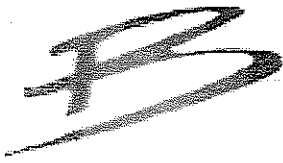
The workers for the concession stands for Bemidji Youth Hockey are to be adults. Children under the age of 16 should not be in the concession area including the storage areas or behind the counter.

Young adults, age 16 – 18, may assist by pouring coffee, cocoa, filling popcorn bags after it has been popped, filling and serving from the pop cooler, serving candy and emptying trash.

They may NOT handle money, or use any of the food service cooking or warming equipment.

The reason for this is twofold:

- Insurance will not cover accidents or injuries sustained by persons not allowed around food service equipment, like ovens, knives, and hot water, per the state of Minnesota.
- Concessions are part of the volunteer hours required of hockey parents. Concessions contribute a great deal of money to the association and the board policy is that we want association members to be responsible for handling money.



Food Policy for Game Officials
(Including off ice officials)

Bemidji Youth Hockey is thankful for your work during games and tournaments. To clarify our policy for food and beverages from the Bemidji Youth Hockey Concession stands all Game Officials, (Referees, Scorers, Penalty Box, and Goal Judges) may have the following beverages while working BYHA games and tournaments at BCA, Nymore or Neilson-Reise Arenas.

Coffee – no limit during game you are working.

Bottled Water, soda, or Powerade/Gatorade – one free per game,
or...

Cocoa - one free per game.

Any other beverages and/or food must be paid for at time of purchase. Our volunteers are asked not to accept charges from any customer, please send money up when you ask someone to run for product.

Thank you!

Theresa Peterson, Concession Manager

Bemidji Community Arena Concession Opening Checklist

- Wash hands with soap and water
- Turn Coffee machine on, turn on Warmer button, set brew at 1 or 2. 1= 1pkg coffee; 2=2 pkgs.
 - On games days, brew coffee into second decanter for LH window.
- Turn on Convection oven - 350° Timer on big oven must be on for burners to kick in.
- Turn on Cookie oven.
 - Line pans with pan liners before baking anything. Find hot pad, spatula to remove cookies, wax paper.
- Turn on Pizza Warming cabinet – add distilled water if needed (through top hole) – set temps to 150° Push cabinet to front edge of counter. Find paper plates and tongs for serving.
- Turn on Pretzel Warmer on counter and fill reservoir with distilled water, set to 4 (130°) Push cabinet to front edge of counter.
- Put out the pickles, two jars, one per side, and tong to grab them. Refill from large bucket in refrigerator.
- Turn on Steam Table – add distilled water to line (about 6 quarts) – set to ten (make sure it's plugged in) No need to empty every time. (Can be used to cook meat for Taco in Bag.
- Cappuccino machine should be on. Fill if needed. You will need to fill during games, check often. Products are in store room.
- Turn on Popcorn maker – 4 minute warm-up before first batch – add a few kernels to watch when ready. Bags under the counter. Popcorn kits in drawer under machine.
- Turn hot dog grill to “High” Find tong and red plaid paper trays. Fill hot dogs, they take about 20 minutes. Take hot dog buns out of freezer.
- Fill Slushie Mix if needed. If display does not say “ICE” press snowflake button until it does.
- Preheat pizza ovens by turning on for about 4 minutes before adding product.
- Fill soup kettle to line with water, plug in, set to 200°, and turn down when soup is done.
- Put out the Suckers, beef jerkey, laffy taffy, chip & fruit snack racks on front counter
- Count cash in registers and sign off on daily report. \$150 start up cash unless a tournament, then \$250. High School games will also be \$250. \$125 in each register. Wash hands after handling money.
- Set up sanitizer bucket – Red Bucket with ¾ cap of bleach and towel with red stripe. Leave under counter for wiping spills. Towels in back
- Gather utensils for each station. Refer to production schedules for food quantities.
- Ok to pull this page out for reference!
- Questions or Problems: Call – Theresa Peterson 766-5708



PRODUCT: COFFEE \$1.00 – REFILL 25¢

WHERE TO FIND IT:

PORTION BAGS & FILTERS ARE IN DRAWER, UNDER THE COFFEE MAKER.
BACK UP SUPPLIES ARE IN STOREROOM.

PREP NEEDED:

MAKE SURE MACHINE IS ON, BREW LIGHT IS ON, WARMER IS ON.

SET BREW TO 1 OR 2 – DEPENDING ON EVENT/TIME.

1 = ONE BAG

2 = TWO BAGS

FILL FOAM CUP DISPENSERS AND LID CONTAINER

FILL COUNTER TOP CONDIMENT UNITS WITH SUGARS, STIR STICKS,
CREAMERS (REG & FRENCH VANILLA) CONDIMENTS GO ON TABLE OUT FRONT.

COOKING INSTRUCTIONS:

POUR 1 OR 2 BAGS INTO FILTER INSERTED INTO BREW BASKET. PRESS
GREEN BREW BUTTON. EVEN THOUGH COFFEE COMES IN FILTER BAG – STILL
OPEN AND EMPTY INTO REGULAR FILTER.

BREW NEXT POT WHEN COFFEE IS AT OR BELOW LINE ON SIGHT GLASS

SERVING UTENSILS NEEDED:

10 FOAM CUPS & LIDS

FOUND IN:

UNDER THE COFFEE MACHINE AND/OR IN BACK STORE ROOM

HOW IT IS SERVED :

SERVE IN 10Z FOAM CUP AND ALWAYS WITH LID

END OF THE DAY:

EMPTY CARAFE AND RINSE, EMPTY BREW BASKET AND RINSE. TURN MACHINE
OFF.

<u>PRODUCT:</u>	CAPPUCCINO & COCOA	\$1.00
	PEPPERMINT PATTY	\$1.50

WHERE TO FIND IT:

EXTRA BAGS OF PRODUCT ARE IN STORE ROOM, OPEN DOOR TO CHECK, FILL AT END OF NIGHT. TURN DISPENSING PIECE UP, REMOVE CONTAINER FROM MACHINE, REMOVE TOP TO FILL. REPLACE AND RETURN NOZZLE TO DISPENSE POSITION.

PREP NEEDED:

MAKE SURE MACHINE IS ON. ANY ERROR WILL BE ON DISPLAY

COOKING INSTRUCTIONS:

PLACE CUP BELOW NOZZLE, PUSH BUTTON UNTIL IT IS NEAR TOP OF RING ON CUP. LET GO, PRODUCT WILL CONTINUE TO DISPENSE. PUT A LID ON, SERVE.

PEPPERMINT PATTY: THREE (3) SQUIRTS OF PEPPERMINT SYRUP IN A CUP, THEN DISPENSE COCOA AS NORMAL.

SERVING UTENSILS NEEDED:

10 FOAM CUPS & LIDS

FOUND IN:

IN STORE ROOM

HOW IT IS SERVED:

SERVE IN 10Z FOAM CUP AND ALWAYS WITH LID

END OF THE DAY:

REMOVE DRIP TRAY COVER & RINSE DISPENSER BY PRESSING "RINSE" BUTTON ALONG WITH THE DISPENSE BUTTON. REMOVE AND EMPTY DRIP TRAY, WASH DRIP TRAY COVER AND PAN.

PRODUCT:

SLUSHIE \$1.50

WHERE TO FIND IT:

MIX IS KEPT IN REFRIGERATOR MADE UP OR IN STORE ROOM.

PREP NEEDED:

MAKE SURE MACHINE SETTING IS ON "ICE" AND AUGERS ARE "ON". MIX 1 PACKAGE OF MIX TO 6 QUARTS WATER IN LARGE ROUND PLASTIC CONTAINERS.

SERVING UTENSILS NEEDED:

**PLASTIC 16 OZ CUP; FOUND IN CABINET UNDER COUNTER.
STRAWS.**

HOW IT IS SERVED:

PULL HANDLE DOWN TO DISPENSE PRODUCT.

END OF DAY:

MAKE SURE MACHINE IS FULL. PRESS SNOWFLAKE BUTTON UNTIL IT SAYS "CHILL". LEAVE AUGER BUTTONS ON.



PRODUCT: POPCORN \$1.00

WHERE TO FIND IT:

POPCORN KITS & WHITE BAGS ARE IN DRAWER UNDER MACHINE OR
IN CUPBOARD UNDER.

PREP NEEDED:

MAKE SURE MACHINE IS PROPERLY ASSEMBLED WITH SCOOP FOR
POPCORN AND SCISSOR TO OPEN KITS

COOKING INSTRUCTIONS:

- PREHEAT KETTLE FOR 2 MINUTES – ALSO TURN ON MOTOR AND LIGHT.
- CLIP CORNER & SQUEEZE PAK TO ADD OIL TO KETTLE.
- WHEN OIL IS HOT ADD POPCORN PORTION OF KIT.
- **LEAVE DOORS OPEN WHILE POPPING.**
- EMPTY KETTLE WHEN THE POPPING IS 95% COMPLETE.
- TOSS TO MOVE OLD MAIDS TO BOTTOM.
- DO ANOTHER BATCH BEFORE STARTING TO BAG POPCORN
- FILL BAGS, CAREFUL NOT TO SHAKE BAGS; THEN CLEAN UP OLD MAIDS, AND RETURN BAGS TO MACHINE AGAINST THE BACK

SERVING UTENSILS NEEDED:

SCOOP, SCISSOR

HOW IT IS SERVED :

IN POPCORN BAGS – DO NOT OVERFILL

END OF DAY:

LOG NUMBER OF LEFTOVER BOXES ON DAILY REPORT
SELL AT HALF PRICE. IF IT CANNOT BE SOLD THROW IT AWAY.

PRODUCT: CHOCOLATE CHIP COOKIES \$1.25

**WHERE TO FIND IT:
IN THE FREEZER**

**PREP NEEDED:
PRE-HEAT COOKIE OVEN FOR 15 MINUTES
COOK FROM FROZEN**

**COOKING INSTRUCTIONS:
PLACE SIX COOKIES ON A LINED PAN (LINERS IN
DRAWER UNDER OVEN OR ON TOP OF OVEN)
SET TIMER FOR 12 MINUTES
TURN AFTER SIX MINUTES
CHECK FOR DONENESS
COOL
PUT IN DISPLAY CASE ON TISSUE PAPER**

**SERVING UTENSILS NEEDED:
HOT PAD
SPATULA
SHEET PAN LINERS**

FOUND IN: DRAWER BELOW OVEN

**HOW IT IS SERVED:
ON A WAX POP UP SHEET OR BAKING SHEET CUT
AROUND COOKIE. SERVE ON PAPER PLATE IF
NECESSARY.**

**END OF DAY:
WRAP LEFTOVERS IN ZIP LOCK BAG AND PUT IN
FRIDGE.**

PRODUCT: PRETZELS \$2.00 W/CHEESE \$2.50

WHERE TO FIND IT:

SOME PRETZELS ARE STORED IN REFRIGERATOR, BACKUP IN FREEZER. USE 2 OZ SOUFFLE CUPS FOR CHEESE.

PREP NEEDED:

PRE HEAT COOKIE OVEN OR PIZZA OVEN (300°)
POUR SALT INTO PAN (MORE ON SHELF BY FREEZER)
FILL SPRAY BOTTLE WITH WATER

COOKING INSTRUCTIONS:

TAKE FROM REFRIGERATOR OR FREEZER
SPRAY WITH WATER, PRESS INTO SALT (ONLY A THIRD OF PEOPLE LIKE SALT, EXAMPLE: DO 6 PRETZELS, 2 SHOULD BE SALTED)
PUT IN OVEN FOR 3-4 MINUTES
PUT INTO WARMER

SERVING UTENSILS NEEDED:

TONG

FOUND IN:

UTINSEL DRAWER

HOW IT IS SERVED :

SERVE ON PAPER PLATE WITH SIDE OF CHEESE SAUCE IN A 2 OZ SOUFFLE CUP.

END OF DAY:

WRAP LEFTOVERS, PUT IN FRIDGE. THROW AWAY IF OLD.
DOCUMENT ON WASTE LOG.



PRODUCT: KEITH'S PIZZA – CHEESE OR PEPPERONI \$2.50

WHERE TO FIND IT:

Pizza is kept in refrigerator – please date and rotate stock. After two (2) days, pizza should be moved to freezer.

PREP NEEDED:

READY TO COOK

COOKING INSTRUCTIONS: COOK ONLY AS NEEDED TO KEEP UP TO PAR LEVELS – COOK TIME IS SHORT – USE PIZZA OVENS WITH HANDLES, PRIMARILY. CONVECTION OVEN IS BACK UP.

1. Fold Paper Pan Liner in half and place on rack.
2. Put 1 to 4 pieces on sheet

Cold Oven

1. Set timer at 5 minutes
2. Watch closely

Warm Oven

1. Set timer at 3 ½ minutes
2. Watch closely

MOVE TO PIZZA DISPLAY, PLACE WEDGES DIRECTLY ON SCREENS AND ARRANGE LIKE ROUND LOOKING PIZZA. CHEESE ON TOP 2 SCREENS, THEN PEPPERONI ON BOTTOM 2. ROTATION: PULL FROM TOP RACK, WHEN EMPTY LIFT NEXT SCREEN INTO TOP LOCATION. OLDEST SERVED FIRST. CHEESE IS ON TOP BECAUSE c COMES BEFORE p.

SERVING UTENSILS NEEDED:

TONG AND WHITE PAPER PLATES

END OF DAY:

LOG LEFT-OVERS ON WASTE LOG

SELL AT HALF PRICE

DO NOT GIVE AWAY

REMAINING PIECES GO IN REFRIGERATOR

Pizza's are generally ordered in advance. If we run short call Keith's Pizza @ 751-4940 and tell them you are ordering for Bemidji Youth Hockey Association.

PRODUCT: HOT DOGS \$2.00
 CONEY DOG \$3.50 (IF WE MADE CHILI)
 COMBO MEAL \$4.25 (INC CHIPS/BEVERAGE)

WHERE TO FIND IT:
 THAWED ONES IN REFRIGERATOR
 FROZEN IN FREEZER – TAKE OUT 10 AT A TIME

PREP NEEDED:
 PRE-HEAT ROLLER GRILL – PUT BACK ON HIGH, FRONT ON MEDIUM.
 PUT KETCHUP, MUSTARD BOTTLES, & RELISH IN BOWL, ON COUNTER
 IN LOBBY.
 PULL BUNS FROM FREEZER TO REFRIGERATER TO BUN WARMER
 DRAWER, SET TO LOW.

COOKING INSTRUCTIONS:
 COOK UNTIL INTERNAL TEMP IS 160° ON BACK OF GRILL, MOVE TO
 FRONT FOR HOLDING.

SERVING UTENSILS NEEDED:
 TONGS
 RED PLAID FOOD TRAYS

FOUND IN: DRAWER

HOW IT IS SERVED :
 WEAR A GLOVE WHEN HANDLING BUN
 PUT HOT DOG IN BUN
 ADD CHILI (FROM CROCK POT OR WARMER) OR CHEESE (FROM DISPENSER) IF
 ORDERED

END OF DAY:
 SELL AT HALF PRICE
 LOG LEFTOVERS ON DAILY REPORT
 WRAP AND STORE IN REFRIGERATOR
 USE GREEN SCRUBBIE TO CLEAN GRILL

PRODUCT: TACO IN A BAG \$3.25

WHERE TO FIND IT:

TACO MEAT SHOULD BE THAWED IN REFRIGERATOR
DORITOS ARE UNDER TABLE
SHREDDED CHEESE, LETTUCE, SOUR CREAM, SALSA, & JALEPENOS
ARE IN REFRIGERATOR.

PREP NEEDED:

- FILL GEL CONTAINERS (FROM FREEZER) WITH CHEESE AND LETTUCE. GET TWO TONGS. (AVOID USING SAME TONG FOR BOTH.
- MICROWAVE TACO MEAT IN AMBER CONTAINER (160°) 5 MIN, THEN STIR. 5 MIN MORE.
- PUT INTO STEAM TABLE (SET AT "7") TO KEEP HOT
- PUT FORKS IN CUP -
- SET UP PORTIONED SALSA, JALEPENOS IN 2 OZ SOUFFLE CUPS WITH LIDS, & SOUR CREAM. DISPENSE AS NEEDED

PREPARATION INSTRUCTIONS:

- CUT OPEN DORITO BAG THE LONG WAY (SNIP CORNER TO GET SCISSOR BLADE IN THERE) – OK TO GET AHEAD A FEW (3 OR 5) BAGS ON BUSY NIGHTS.
- CRUSH DORITOS BY SQUEEZING BAG. CUT BAG THE LONG WAY.
- ADD 1/3 CUP TACO MEAT USING DISHER W/TAN HANDLE – LEVEL SCOOP – STIR MEAT OCCASSIONALLY.
- 1/2 OZ LETTUCE - 1/2 OZ CHEESE; PUT TACO IN RED PLAID TRAY.
- INSERT FORK
- ASK CUSTOMER IF THEY NEED SOUR CRÈME, SALSA, OR JALEPENOS?

END OF DAY:

PUT CHEESE AND LETTUCE INTO CLEAN CONTAINERS, COVER, REFRIGERATE. WASH COLD CONTAINERS, RETURN TO FREEZER. PUT LEFTOVER TACO MEAT INTO CONTAINER
CLEAN AND SANITIZE STEAM TABLE AND UTENSILS
PULL MORE TACO MEAT FROM FREEZER FOR TOMORROW IF MORE GAMES.

Before you close:

Re-stock Gatorade, Pops, Water, and all beverages in coolers – use open stock under counter first, then full cases. *Rotate* – oldest closest to the handle.

Stock chip rack – refill Sour Patch, Doritos, Trail Mix, & Fruit Snacks, new box of jerky if only a few left.

Restock Candy with full boxes if needed.

Refill coffee packets, cup dispenser & lids, refill hot chocolate and cappuccino in machine. Flip dispensing nozzle on containers up and remove to refill, only if less than half full.

As you close:

Set up Three Compartment Sink

Wash | Rinse | Sanitize

Convection oven, turn off.

Clean and sanitize 3 trays.

Return potholders and pans to drawer

Cheese dispenser

LEAVE “ON.” Leave Cheese in dispenser

Wipe top, remove nozzle guard - wash

Turn off Pizza Warmer, Put leftovers in refrigerator.

Do not discard cooked food, log inventory on Waste Log.

Wipe interior, refill water reservoir with distilled water – pull back onto shelf. Do NOT remove from counter, you may need to pull back slightly to get gate down – please do not put on floor.

Turn off Pretzel Display – wipe out, log leftovers in Waste Log.

Empty coffee decanter, rinse only to clean.

Turn off warmers, remove brew basket and rinse thoroughly.

Cappuccino Machine

Turn switch (LH) to “Rinse” Alternately hold cup under each nozzle until water runs clear.

Wipe interior.

Remove dispensing parts, including agitator, wash with soapy water, rinse and sanitize.

Air dry and replace

Clean drip trays

Leave Power switch: On.

Hot Dog machine

Remove cover and drip pans, Clean and sanitize both. Wipe rollers with clean towel and hot water. Make sure all heaters and switches are “off” including bun warmer.

Popcorn Machine

Clean and sanitize all utensils.

Remove, Clean and sanitize bottom pan, old maid tray. Clean inside windows and top of kettle

Clean interior of microwave ovens,

Clean and sanitize utensils on counter, wipe pizza ovens and empty crumb trays.

Clean ketchup and mustard pumps. Put condiments into refrigerator, leave pumps on.

Clean and sanitize countertops

Count cash drawer to 150.00. (2 people)

Leave only rolled quarters, loose quarters, \$1's & \$5's & \$10's. Count remaining money and checks, fill out Daily Report.

Complete waste log with notes and comments, put sales money into bank bag with Daily Report and store in secret spot.

Put Cash Register on Cart (leave plugged in) with the pretzel display on top shelf, register on second shelf.

Empty garbage; replace liners (storeroom)

Sweep and mop floor. Make sure all refrigerator and freezer doors are closed. Lock and close door.

Questions? Call Theresa Peterson 766-5708

Revised 9/13/10

REGISTER USE:

CA/AMT
TEND

Turn key to "Z" and press . If Gross Sales > 0, then count till to bank level of \$150.00, place Z tape and extra cash into bank bag after filling out "Daily Report."

Turn the key to "REG" – you are ready to go.

MAKING A SALE

Press DEPT KEY – Description and amount will display. Bottom item is activated by pressing

DEPT
SHIFT

then DEPT KEY.

Press SUBTOTAL to display amount owed, if needed, after pressing multiple DEPT KEYS, enter AMOUNT TENDERED key, change amount will be displayed.

C
C/CA

Will clear a keypad error

ERR
CORR
CANCEL

Will clear previous DEPT KEY pushed

CA/AMT
TEND

If all else fails, press and start over.

Some DEPT KEYS require you to enter an amount.

CANDY

EXAMPLE - 25¢ Sucker; ENTER 25¢ and press NO DECIMAL needed.

Pretzel

You may enter 50¢ more to PRETZEL to add price of cheese, or press \$2.50

Post
Receipt

To review a completed sale, press and a receipt will print.

BYHA Concessions Daily Sales Report

Date: _____

Location: **NEILSON REISE ARENA – CITY**

Instructions:

At BCA – registers are pooled into ONE report.

Complete this form and sign at bottom.

Starting cash is \$150 unless a tournament weekend when it is \$250 (BCA only)

- Reserve Starting Cash amount for use tomorrow, leave only quarters, 1's, 5's, & 10's in the cash register. Suggested amounts: All quarters round to \$1; About 30 in \$1's; 3 - \$10's; and all fives to get to Starting Cash Amount. If it's not possible to make a combination totaling \$150, use \$20's. It must be \$150 (\$250 for Tournaments – BCA only).

Bill Qty	Total
\$10	
\$5	
\$1	
\$0.25	
Total	\$150.00

- Turn cash register keys to "Z Report" and press "Amount Tnd/Cash."

- Count all the remaining cash and complete form(s) – this does NOT include your starting bank.

Check addition area

Cash	\$	▣	
Coin	\$	▣	
Checks: Qty _____	\$	▣	
Other	\$	▣	

Deposit Total	\$	▣	
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Total

Voids	\$	▣	(From Till Tape)
Paid Outs	\$	▣	(Include Store Receipts in money bag)
Other	\$	▣	(Please explain)

Total Cash Paid Out	\$	▣	
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Add Deposit Total & Total Cash Paid Out		▣	
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Register Reading Till #1	\$	▣	
Register Reading Till #2	\$	▣	
Total Till Reading	\$	▣	
Difference	\$	▣	

(Over + or Short -)

- For your protection two people should verify amounts and sign off:

Counted by:

(Name) (Phone)

Checked by:

(Name) (Phone)

Put this report, the Z report, any payouts/receipts, and cash in Money Bag and leave bag in back freezer. Close and lock back storage room door. Deposits will be made nightly.