

My Scheduled Time is _____.

SNACK STAND DUTIES

Ice Cream Station (3-4 people)

- This is an opportunity to help provide campers with a great summer treat, we take pride in what we serve here at Spencer Lake so please help us by giving your attention to this information.
~PLEASE read to the end of sheet, then feel free to ask question~

Opening Tasks

- First things first go ahead and put on a head cover (hair net or a paper hat)
- Then wash your hands and put gloves on
- Now you are ready to begin looking over the posted signs to get familiar with how things are made

During shift

- *OUR hope this year is to get some ice cream items premade to be able to help Speed up the process so you can begin to make 5-6 of each item.*
- *It Is important that we keep all incoming ice cream to one side, so that the first made ice cream is served first. (fill freezer from the left to Right.)*
- ***Please note that your station requires you to have gloves on when handling food items***
- *It is also our hope to have a clean and safe environment to serve our guest, in order to do this we need to change gloves whenever we touch anything that is not food related or if you have eaten something.*

Closing Tasks

- Wipe down all equipment in your station, removing any leftover food items, all dishes can be rinsed and placed at the wash end of the sink.
- Now take all leftover items that were not used and place them back in their appropriate places
 - o Ex. Unused cups, clean utensils, etc.
- Finalize cleaning for your stations equipment by use sanitation solutions provided by the Snack Stand Manager.
 - o Clean mixer heads by soaking and then operating them in the sanitation solution.
- Please take the Bleach spray and paper towel, and spray down your stations counter.
- Please now concentrate on the floors in your area, please sweep your station (making sure to get anything that might have gone under an counters or tables).
- Then if you wouldn't mind moping your stations floor that would be a great help.
 - o From the front counters to the Pepsi cooler around the corner.

Fryer Station (2-3 people)

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Opening Tasks

- First things first go ahead and put on a head cover (hair net or a paper hat)
- Then wash your hands and put gloves on
- Now you are ready to begin looking over the posted signs to get familiar with how things are done
- Locate the Freezers and note which items are in each.

During shift **The Manager will be over to explain more in a few minuets but here is a start**

- *OUR hope this year is to get some items pre-made so that when the kids start coming in we have some items in stock.*
 - o Go ahead and make about 15-20 pretzels.
 - o 3 of each Pizza as well, this gets handed to the Middle man who will put it in the warmer.
 - o It's best to keep about 5 hamburgers and 10 cheese burgers on the warming table at a time (To help keep product warm).
 - o ***Please note: When you put more items up they get taken last, so they are placed on the backside of the counter (same side as you).***
 - o Please ask manager if your should make more food when the line starts to go down

All of your food product should "temp out"

@ or above 165 degrees for 15 seconds

Closing Tasks

- Wipe down all equipment in your station, removing any leftover food items, all dishes can be rinsed and placed at the wash end of the sink.
- Now take all leftover items that were not used and place them back in their appropriate places
 - o Ex. Unused paper trays, clean utensils, etc.
- Finalize cleaning for your stations equipment by taking the Bleach spray and paper towel, and spray down your stations counters.

- Please now concentrate on the floors in your area, please sweep your station (making sure to get anything that might have went under any counters or tables).
- Then if you wouldn't mind moping your stations floor as well that would be a great help.
 - o From the Pepsi cooler to the door by the grill.

Cashier

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Opening Tasks

- First things first go ahead and put on a head cover (hair net or a paper hat)
- Then wash your hands (Put on gloves whenever you handle food)
- Now you are ready to begin getting familiar for how operations run.

During shift

- *It is our hope to be as efficient as possible this year. We are going to try and make items ahead of the group coming in.*
- As a cashier, it is your role to be mindful of what is being asked for and plugging those items into your register as they are talking.
- You will have someone next to you that is there to help get all your food items. This individual will have gloves to allow them to handle the food according to food regulations.

Cash register operations

- Enter amount for the item ** (do not use the decimal point just enter amount, 250)**
 - o Hit one of the black buttons 2/10 (is a good one). This is the (plus button, you must hit this before entering another amount).
- After entering all the items, they are wanting press the blue subtotal button. This displays the amount they own.
- Now go ahead and enter the amount that they give you, then press the amend total button, (big blue button) Displayed is the amount that you give back for change.

Closing Tasks

- Help to restock the coolers with the drinks that are low.
- If you and your cashier could help by wiping down all the tables and sweeping out in the area were the guest sit in the Snack Stand
- Also help by removing the trash bags from the tree in that area (two inside the building and the green can on the Deck) They can then be set outside the back door of the Snack Stand by the golf cart (past the Grill)

Finally mop the area were the guest sit.

Runner

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Opening Tasks

- First things first go ahead and put on a head cover (hair net or a paper hat)
- Then wash your hands and put gloves on
- Now you are ready to begin looking over the items served and familiarize yourself with where products are located.

During shift

- *OUR hope this year is to get some items premade to be able to help speed up the process*
- *It is important that we listen as the guest is asking for what they want, at the same time the cashier will be entering those items you will go and get those items*
- *Your role will be to help keep the flow of operations moving. This means if we do not have what the guest has asked for (ask for their name and let them know it will be a few moments until they are ready (please make sure they have everything else)*
- ***Please note that your station requires you to have gloves on when handling food items***
- *It is also our hope to have a clean and safe environment to serve our guest, in order to do this we need to change gloves whenever we touch anything that is not food related or if we have eaten something.*

Closing Tasks

- Help to restock the coolers with the drinks that are low.
- If you and your cashier could help by wiping down all the tables and sweeping out in the area where the guest sit in the Snack Stand
- Also help by removing the trash bags from the tree in that area (two inside the building and the green can on the Deck) They can then be set outside the back door of the Snack Stand by the golf cart (past the Grill)
- Finally mop the area where the guest sit.

Middle Man

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Opening Tasks

- First things first go ahead and put on a head cover (hair net or a paper hat)
- Then wash your hands and put gloves on
- Now you are ready to begin looking over the items served and familiarize your self with were product is located.

During shift

- *OUR hope this year is to get some items premade to be able to help speed up the process*
- *It is important that we keep all incoming food items on the counter towards the front of the counter, so that the first made food items are served first.*
- *Your role will be to help keep the flow of operations moving, this means when we are in need of more of a certain kind of fried item you help remind the fryer station what is needed.*
- *Also your role will be to help the runners for each cashier get the items they are needing.*
- ***Please note that your station requires you to have gloves on when handling food items***
- *It is also our hope to have a clean and safe environment to serve our guest, in order to do this we need to change gloves whenever we touch anything that is not food related or if you have eaten something.*

Closing Tasks

- Wipe down all equipment in your station, removing any leftover food items, all dishes can be rinsed and placed at the wash end of the sink
- Now take all leftover items that were not used and place them back in their appropriate places
 - o Ex. Unused trays, clean utensils, etc.
- Finalize cleaning for your stations equipment by use sanitation solutions provided by the Snack Stand Manager.
- Please take the Bleach spray and paper towel, and spray down your stations counter.
- Please now concentrate on the floors in your area, please sweep your station (making sure to get anything that might have gone under an counters or tables).
- Then if you wouldn't mind moping your stations floor that would be a great help.
 - o From the freezer to the end of the counter.