

CONCESSION STAND DAILY SUMMARY

For: Day: _____

Date: _____

Names NOTE: Credit will be given to NO MORE THAN 4 PEOPLE, <u>including parent.</u>	Mark One		Discipline	Graduation Year
	Student	Parent (please list your student's name)		

Pizza slices remaining: _____

Running low on: _____

Total deposit (final total from Deposit Slip): _____

Opening Checklist

- Write your name and the names of the students on the summary (get student names from the calendar beside the door). Write all names. If someone on the calendar does not show up, mark through their name with a single line. If they let you know why, please write EXCUSED by their name so that nothing is deducted from their account.
- Remove the money box from the locked far left cabinet over the sink in the Concession Stand. In it you will find an envelope with the money for the pizza delivery (tip money is included). Pizza will be delivered sometime between 3:15 and 3:30.
- Open the rest of the cabinets and pull out the boxes of food and place them on the tables, out of reach of the customers. Put a price list in view of the customers.
- After the bell rings, you should have 2-3 students come to assist you in selling the snacks. It helps to assign them to "stations," such as drinks, pizza, chips/candy, etc. Most students are experienced at working and will know what to do. Only adults should be handling the money.

Closing Checklist

- Restock the candy and chips displays and replenish the drink coolers for the next day. Return food displays to the cabinets. Count the remaining pizza and note it in space above.
- Complete the "Concession Stand Daily Summary" and "Cash Report/Deposit"
- Replenish the pizza money envelope and put it back under the cash tray for the next day.
- Remove the day's revenues from the cash box, leaving only the bills/change listed on the sticker on the cash tray. Please count the day's deposit, and fill out the Deposit Slip.
- Take all empty boxes and trash from inside and around the concession area to the dumpster.
- Put all trays back and lock the cabinets and drink cooler.
- Put this completed form, the Deposit Slip, and the day's revenues in one of the brown envelopes. Take the brown envelope and the keys and return them to the front office to be placed in the safe.

Please make sure that all cabinets are locked before you leave. Also, please be very careful not to lock the keys in the money box or leave them in the Concession Stand. Return them to the front office with the money envelope.