

## **KHS Concession Stand CLOSING PROCEDURES**

1. Cleaning supplies can be found next to the sink, in cabinet below hot dog roller or in storage area
2. Coffee
  - A. All coffee pots need to be washed and machine wiped down
3. Nacho Cheese Machine (if applicable)
  - A. The cheese machine should be left on if there is an event in the next 4 days. Leave all product in the machine. By leaving the machine on, cheese will be ready for next game.
  - B. If there is no game in the next 4 days, turn off and put cheese back in box (does not need refrigerated). Make sure dispensing spouts are pointed up so product does not leak.
4. Popcorn Machine
  - A. Clean out, wipe down and remove bottom tray and clean with soap and hot water
  - B. Wash scoopers and place back in machine
  - C. Make sure machine is turned off
5. Microwave - Clean inside and outside of microwave
6. Hot Dog Roller
  - A. Wrap all uncooked hot dogs in foil/plastic wrap and place in refrigerator
  - B. Clean roller and wash all utensils and put them away in drawers
7. Grills
  - A. Wrap all uncooked meat with foil/plastic wrap and place in refrigerator
  - B. Scrape down grills, clean all utensils, and put away in drawers
7. Place ketchup, mustard packets and napkins in the cabinet
8. Place all candy/chips in the cabinets below
9. Wipe all counters
10. Sweep floor and tie trash bags