



Closing Procedures

The following is a list of procedures that need to be accomplished before closing snack bar.

1. 30 minutes prior to closing turn off Hot dog machine.
 - a. Put all hot dogs from up top in the warming tray underneath.
 - b. Wipe down the top of the hot dog machine, remove the tray and wash in the 3 bay sink
 - c. When all the teams are done for the night, take out the hot dogs from the steamer drawer and wash it. The hot dog machine should now be clean and ready for the next day.
 - d. Count the number of hot dogs that are to be given away and log into spreadsheet.
2. Unplug the Nacho cheese machine and wrap the end with foil.
 - a. Place the bag of cheese in the fridge
 - b. Wipe down the entire nacho cheese machine as well as microwave.

3. Open the ICEE machine from the right side and turn it off. You do need to tug firmly to get it opened.



- a. Touch both of the off buttons to turn it off.
- b. Remove the tray and wash completely.
- c. Wipe down the entire front side of the ICEE machine. If there is any residue left, ants will come.

4. Close the CO2 valve on the canister to the left of the soda machine.
 - a. Leave the Ice as it will melt
 - b. Turn the key on the right side of the machine to the closed position.
 - c. Detach the valves to the soda machine (first black then white) and put them in HOT water to clean them.



5. Crock Pot can be turned off approximately 30 minutes prior to closing. When the last of the

teams are gone cover and put in refrigerator.

6. Menu board should be brought inside.

7. Wipe down all counters and sweep floors.

a. Clean any dishes in the sink.

b. Move chocolate candy in the wire display rack into the silver refrigerator . You can remove the entire basket and put it in the fridge.

c. Make sure there is at least one box of pretzels, one package of regular hot dogs, a dozen jumbo dogs and 3 bags of hot dog buns in the silver fridge for the next day.

8. Table and all condiments are to be brought back inside. This can be done about 30 minutes prior to closing. Make sure that you have the condiments accessible to hand out.

d. Make sure and wash all silver pans condiments were in.



9. Coffee Maker and Hot Chocolate should be turned off, emptied and cleaned.

10. Door should be closed at all times during shifts.