Shift Checklist Date: _____

During Games (check the game schedule)	Initial
1. Have at least 3 batches of popcorn available; watch games closely so it's popped & bagged before games end.	
2. Keep condiments fresh & available; restock napkin dispenser(s)	
3. Keep restrooms clean & stocked; wipe down the sink & toilet if needed (keys behind fridge to stock TP & towels)	
4. Keep candy display(s) full	
5. Keep beverages stocked as needed.	
6. Be smart about how many hotdogs & hamburgers are needed based on current sales & remaining game time.	
7. Record any items we are out of on the shopping list in the Concessions book.	
8. Make sure the grill valves are closed & the burners are off, then clean it & put it away; close & lock the garage door.	
9. **15 minutes before closing** sell Hotdogs/Hamburgers at **1/2 price**	
10. Shut off the hotdog machine & clean it (take it apart & clean parts in the sink w/dish soap).	

Closing (start 15 minutes b4 the last game is over)	Initial
1. Shut off the popcorn machine & clean it (use dish soap & water for the doors).	
2. Wipe down and clean the microwave (use dish soap & water).	
3. Make sure the Cheese/Chili machine has 1 extra bag on top of bag being used & wipe it off.	
4. Put any chocolate candy & condiments back in the fridge.	
5. Make sure the napkins are stocked for the next day.	
6. Take buns out of the freezer & place in the fridge for the next day.	
7. Wash, dry and put away utensils & pans.	
8. Wipe off the countertops & sweep the floor.	
9. After the last game is over, close the concession window(s); place the black bar on the bottom & lock the top.	
10. Pick-up any trash around the ball fields & outside the concession stand.	
11. Stock, sweep, wipe down the sink & toilet & empty the trash in the restrooms (keys behind fridge for TP & towels).	
12. Make sure all trash cans have new liners & take the trash out to the dumpster (blue cans outside don't get liners).	
13. Rinse out any used dish cloths & hang over the sink to dry.	
14. Double-check the hotdog warmer to make sure no food is left in there.	

Shopping List (items that are low or out of stock; check all freezers)	Qty