**CONCESSIONS OPENING INSTRUCTIONS:**

1. Plug in the Nacho Warmer.
2. Get Opening/Closing Binder, cashboxes, Square D Readers, iPads, iPad stands

 from storage room.

1. Count cashboxes to be sure bank is $200 in each one. BOTH cashboxes, IPads and Readers are only needed for HOME FOOTBALL Games at this time. All other games just use one of each.
2. Take white Open/Close Cash Balance sheets, located in binder, print and sign names to verify correct beginning cash amount, two people should do this and fill out the appropriate information. (If using two cashboxes, do two separate balance sheets).
3. Set up iPads and separate Square D Readers with their stands, please keep the appropriate reader with the appropriate iPad. They are marked accordingly… ( #2 and #3) iPad codes for both iPads are 000000 to unlock. Once the iPad is unlocked, tap on the Square D app, the Reader should sync up right away.
4. Put the A-Frame with our price list out front and make sure dividers are set up for two lines at each window. Cash and credit at one and the same at the other.
5. Place sauces, sanitizer and napkins outside the windows.
6. Please make sure all is completed before opening concessions.

 **CONCESSIONS CLOSING INSTRUCTIONS:**

1. Close Window, bring in dividers, napkins holders, etc and the A-Frame.
2. Unplug Nacho warmer.
3. Count cashbox(es)
4. Keep $200 in each cashbox, please leave all or as many ones as you can for the bank.
5. The rest of the money is our profit. Fill out the white Open/Close Balance sheets as directed, two people print and sign them. Use brown envelopes, in the binders, for the profit money and include the white sheet with it. Put date, sport and then (HOME) and mark deposit and the amount of cash inside.
6. Put cashbox(es), iPads, and Square D readers back in storage room on middle shelf. Plug in iPads, on crates by drinks and power off.
7. Opening/Closing procedures binder, extra balance sheets and deposits should all be in the binder and placed on the middle shelf as well.
8. Restock all products and if low or out of anything, leave a note regarding in the binder.
9. Wipe down counters and leave things orderly.
10. Turn off lights and close main door as you leave.

Thank you for volunteering! If you need anything please, don’t hesitate to contact us.

Kim Doreauk - 919-413-5636

Robert Doreauk -919-389-5120

\*\*\*If Needed Wi-Fi Password is c0p3nHag3n