

Snack Shack Volunteers

BEFORE SHIFT STARTS:

Back gate will be locked until school is out – please go through front – off central entrance.

- **Pick up the key (first shift vol.)** in the office the day of your shift– OFFICE CLOSES AT 4:30 . If you are opening on Saturday and could not get the key on Friday - please call Custodian on duty when you arrive to let you in. CUSTODIAN: 602-361-5602.
- **Count cash box** at the beginning of your shift. \$60 in bills and loose change. (please note if short)
- **Take a look around** in the refrigerator and freezer to acquaint yourself to what we have. We have ketchup and mustard for corn dogs. Set out a-frame notice boards .
- **After School Volunteers** We can only sell select Smart Snack items as posted – until 30 minutes after school is out. NO SODA – NO CANDY
- **Take candy out** and display anytime after school's been out 30 minutes, weekends or games.

AT CLOSING:

- **Count cash box** - if possible leave \$25 in ones \$35 in fives - if not, leave \$60 and txt me so I can bring change the next day. Every shift counts out and makes a deposit.
- **Roll coins** - If you have enough, turn in with deposit.
- **Count your deposit** and write the amount, date and your name on envelope. **Deposit in safe.**
- **Leave the cash box** on the shelf above the microwave hidden behind napkins and plates.

BEFORE LEAVING:

- **Re- stock and clean up:** Wipe down counters. Every shift take recycling. Take out trash when needed.
- **Leave a note** if supplies are low or have run out.
- **Secure Window Gate:** lock and secure with the bolts,
- **Other Duties:** hide cash box, double check deposit fell into the safe, turn off coffee pot and fan, make sure all the signs are in, **turn off the lights.**

LEAVING: Lock the door and return the key to the office the next day or at end of shift.

IMMEDIATELY AFTER School Shift ONLY : We can sell select “Smart Snack” items, Specific Ice cream as posted on the magnet board labeled “after school”. Chips, popcorn, AZ iced tea, IZZEs, Gatorade, and water.

NO SODA OR CANDY for 30 minutes after school -IZZEs are OK

EVERYTHING AVAILABLE – 30 minutes after school, GAMES and Weekends.

Saturday Volunteers First shift - make a pot of coffee, cream is in the fridge, We also have cocoa packets - heat water carefully in the microwave.

Directions are posted on the shelf for food

Thank you so much this is not possible without you Fabulous Volunteers

QUESTIONS: please call or txt **Kathryn 602-481-9361** for Kathryn Major