



OPENING THE BLACK MOUNTAIN BALLPARK SNACK BAR

1. Turn on lights. Open outside grate by following instructions on window. Turn on swamp cooler and/or lights if needed.
2. If it is an early morning game or late in the evening (and chilly outside), please start a pot of coffee. Check the freezers first to see if there is an open bag of pre-measured coffee filters before opening a new bag from the shelf. Use the large jug of bottled water in the back of the snack bar (do not use the tap water and do not use the small bottles of water). Use 1 pre-measured filter for an 8 to 10 cup carafe.
3. Run a carafe of hot water for hot cocoa (for early morning or late evening games). Use 1 package of hot cocoa mix for each cup when requested.
4. Nachos – place tortilla chips in a nacho tray. Use small plastic cups for cheese unless they want the cheese on top of the chips. Use instructions on cheese machine for changing out cheese bag.



CLOSING THE BLACK MOUNTAIN BALLPARK SNACK BAR

1. CLOSE OUT CASH BOX – Leave \$75 paper money in cash box (do not count coins). Fill out Cash Box Envelope (legal size) and deposit in safe.
2. TEAM SNACK ENVELOPES (letter size) – Make sure both teams fill one out and deposit both envelopes in safe. If the team has pre-paid the season up front, double check with the list posted on the wall by the window.
3. RESTOCK all drinks in the refrigerators. Restock treats.
4. CHOCOLATE BAR CONTAINER - Dump out the water from the bottom bowl, replenish the chocolates in the top bowl. Put in the fridge.
5. ICE SCOOPS – Make sure there are no scoops left in the ice machine.
6. COFFEE MAKERS - Empty coffee grounds and rinse out carafes. Unplug.
7. SNO-CONE MACHINE – EMPTY AND RINSE OUT DRAINAGE BUCKET, wipe up any spills from syrup. REFILL BOTTLES with syrup and put in fridge.
8. MICROWAVE – Wipe up any spills in and around microwave.
9. NACHO MACHINE - Remove any splattered cheese, change foil on drip tray.
10. PRETZEL MACHINE - Turn off light switch and let it cool down a couple of minutes. Wipe out crumbs and salt (a dry paper towel should do).
11. COUNTERS – Wipe down with disposable wipes (over the sink).

12. FLOORS – Clean up any sticky spills. SWEEP OUT the snack bar.
13. CLOSE WINDOW and place rod in the track. CLOSE GRATE AND LOCK IT.
14. EMPTY TRASHCAN, REPLACE LINER (above sink). TAKE ALL TRASH AND EMPTY BOXES TO THE DUMPSTER.
15. TURN OFF swamp cooler, lights and fan.

**PLEASE MAKE SURE SNACK BAR DOOR IS LOCKED AND
DEAD BOLTED (TOP LOCK) WHEN YOU LEAVE!!**