

PAWLING YOUTH HOCKEY SNACK SHACK PROCEDURES

Thank you for working “the shack”. It is one of our most consistent fundraisers as well as a valuable service to our fans. Please consider donating a baked good the weekend you work the shack. Fresh baked goods are great sellers and bring needed funds to the program while providing a fresh, warm alternative to the standard items for sale. Your donation and time supporting PYH is greatly appreciated.

OPENING:

NEW } **Count the money in the cash box and fill in the cash log that will be on clipboard in the shack**

} Check the Master Schedule on the website to see if you are the first or last Pawling Youth Hockey Game in that time block.

} If you are the first game, please pick up the key from the attendant in the Zamboni/Skate Sharpening room.

} These keys open the outside door of the snack shack, not the one in the warm room. They also open all the PYH cabinets and our refrigerator. We share this space with Putnam Youth Hockey.

} Set up the display table just outside the warm room door. Most of the display items will be in the bottom cabinet to the right of our refrigerator and under the coffee maker. The more we display the more we sell!

} Please fill the display baskets as needed.

} Coffee should be made with the machine to your left. Water for tea, hot chocolate and soup should be made with the machine to the right.

} Please use the measured carafe with cold, filtered water to run through these machines. Unfiltered water throws the machines off as they are quite temperamental. The coffee makers should stay plugged in at all times. Burners should be turned on and off as needed.

} If you are running low or out of anything, please leave a note in the refrigerator drawer.

NEW } **At the end of your shift, count the cash box with the incoming staff and fill in the log. Also, also complete the check list of items sold during your shift.**

CLOSING: if you are the last game, please:

- Wipe the surfaces
 - Put the garbage can in the warm room
 - Turn off the coffee machine burners
 - Put the cash box in the locked cabinet below the coffee makers
 - Lock all cabinets
 - Make sure both doors are locked
 - Return the key to the attendant in the Zamboni/Skate sharpening room
- Thank you for supporting Pawling Youth Hockey!