*Opening*

Make Cider

Plug in cider warmer to temperate gauge (do not touch the temperature gage

that is already plugged into the wall)

Put temperate cord into cider warmer so that it is at the bottom of the warmer

Pour in cider (cider is located in cooler)

Turn warmer on (on/off switch on the side)

IMPORTANT: Do not turn warmer on until cider is poured in – warmer will start to smoke.

Make coffee (¼ cup to 8 oz of water)

Turn on bottom warmer (switch on side)

Turn on top warmer if in use, otherwise leave off

Start the hot chocolate machine

If the machine is not reassembled, reassemble it, making sure the spouts are all pointing down

Refill all containers as needed. The powder can be found above cardboard disposal, across from ice machine in back

Make lemonade

Sysco lemonade mix is on the dry ingredients shelf. You will need 1 pack of powder.

Grab lemonade container from bar.

Add 1 package lemonade mix to container with 2 gallons of cold water.

Stir well with whisk or large spoon.

Add ice and secure lid.

Lemonade is served with ice in clear plastic cups.

Restock kettle corn, donuts, and caramel apples

Set out donut samples with cover – if additional samples are needed, check with employees sugaring donuts for more

Set up and restock ice cream

Wipe down and keep the counters and walls clean

*Closing*

Clean up coffee

Turn off coffee by flipping switch to off (never unplug)

Take all dirty pots to the kitchen to be washed

Wipe down once cooled

Clean up cider

Turn off warmer by flipping switch off.

Unplug cider warmer from temperate gauge (do not unplug temperature gauge from wall)

Take out strainer and plug and take to the kitchen to be washed

Take temperate cord out and wipe down with clean rag

All cider needs to be emptied from container at the end of the night and placed in the cooler. Grab empty gallon containers and pour the cider into them. Place these jugs into the cooler.

Take cider warmer to the kitchen to be washed. This container should never be submerged into water.

Clean up hot chocolate machine

Refill as needed. Additional powder is located in back by cardboard disposal, across from the ice machine.

Turn spouts upright

Remove all remaining parts (see video)

Wipe down all pieces of machine

Take all pieces to the kitchen to be washed

Clean up ice cream

Wipe down cooler

Wash all empty containers and scoops

Restock as needed

Wipe down or wash the caramel apple holder

Wash the donut sample cover

Wipe down walls, counters, etc.

Empty garbages

Sweep and mop floor

*Other Closing Items*

*(Most of these can be done during down time as well)*

Take empty ketchup, mustard, ranch, etc. bottles to kitchen. These need to be combined, washed and refilled (kitchen staff can help with this)

Wipe down all tables and chairs in barn

Restock napkins and supplies as needed

Empty all garbages

Sweep up space

Wash donut window (kitchen staff may also take care of)

Clean bathrooms – Includes cleaning toilets, stalls, walls, counters, mirrors, etc.

Restock bathroom supply chest

Empty garbage

Sweep and mop

Check for rotten pumpkins/produce and throw out

Restock cider fridge

Restock ice cream pints in freezer

Restock soda

Bring carts in and line up neatly

Walk the parking lot and pick up garbage, bring carts back, etc.