



VESPERMAN
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VESPERMAN FARMS EMPLOYEES

Information for Fall Season

Last Updated: May 2020

FALL SEASON OPENING and CLOSING CHECKLIST

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 food counter.
 - 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

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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 garbage

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 garbage

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 (ask Kyle where)

Restock cider fridge

Restock ice cream pints in freezer and restock the ice cream truck items

Restock soda

Bring carts in and line up neatly

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