

Day Captain Check List 2016

Morning Setup

Set up cash box. Provide \$300 in \$1 bills, \$100 in 10's, \$100 in 5's,. (no later than 9:30am)

Load pop and ice tubs.

Set up crock pot for butter melt.(1-2 pounds of butter)

Put fresh tablecloths on condiment table and work table (Roll will need to be cut to size). Put up "Rotary Customers Only" on tables. **No tip jar. This appeared last year, and is not necessary**

Set up condiments, napkins. Catsup and mustard will be in gallon plastic jars w/ pumps. These will need refilling throughout the day. Relish, chopped onions and sauerkraut will go into inflatable condiment server(add ice). Salt ,pepper, chili spice, forks **Wipe up this table often!**

Set up potato chips for easy reach.

Start up corn roaster and grill. **Corn in by 10:15am. 2 cs... for lunch**

Fill 3 water buckets (soapy, clear rinse, sanitizing bucket- 1 T bleach/gallon)

Hot dogs and brats and corn served with waxed paper. BBQ Pork in boats

Start cooking by 10:15-10:30 am **Make up 80 Brats for weekday lunch. Same on hotdogs** When grill is hot, start cooking brats and dogs. Make sure trays on grill have water in them to keep meat hot. Use **foil pans** over the hot water. Add new water during the day to keep meat from drying out and burning.

Heat the **BBQ pork in one roaster** (its refrigerated, not frozen). Turn on high until heated, then turn down halfway. Add bottled water frequently to keep pork moist to prevent from burning and getting too sticky. Microwave some before putting into warmer.

Pretzels These have to heated in microwave before hanging in warmer. 4 pretzels in for 1 min or until very warm.. Spray with H2O, dip in coarse salt, then hang in machine. Leave some without Salt. Dish up cheese sauce in 2 oz containers w/lid and stack in ¼ size alum. Pan.

Pre-Assemble some kids meals (juice box, chips, small animal cracker). Then all you add is Hotdog.

During the Day

Send jumpers out on streets to distribute marketing piece.

Check condiments and butter supply and refill as needed.

Keep eating tables, counter, and condiment table, work area clean and wipe often.

Empty garbage to dumpsters.

Maintain staff (4 Rotarians and 2-3 jumpers taking orders)

Use empty boxes if you have a large order.

Maintain cash box security. I suggest a fanny pack to keep cash in.

Sweep booth, wipe tables, take in signs off dining tables, and take garbage to dumpsters.

Throw tarp over pretzel machine

Put away condiments and other food items.

Clean utensils, crock, grill, roaster. Some items may be easier to take home and clean but must be returned early next day. By 9:00am

Leave soda in the bins

Leave pilot on the grill **on** at end of day.

Lock freezer, refrig and trailer. Freezer keys go into truck in visible place...

Combo for truck lock 1982

Following morning that you are captain...

Make bank deposit on the way in and **bring back the \$500 for cash box setup.**

Meet next days captain at 9am and pass along any info/keys they may need to know.

Put deposit slip in cash box.