



*CLOSING DUTIES – FOR POPCORN*

- **1 HOURS BEFORE LAST BOARDING**
- BAG REGULAR & KETTLE POPCORN IN POPPERS
- MAKE THREE BATCHES OF CARAMEL BASE – (STORED)
- MAKE THREE BATCHES OF FLAVOR BASE – (STORED)
- DRIZZLE LAST TRAYS
- CHECK BATHROOM SUPPLIES AND CLEANLINESS
  - WINDEX MIRRORS, SWEEP FLOORS, EMPTY TRASH
  - SWEEP AND CLEAN HALLWAY FLOORS
- **1 HOUR BEFORE LAST BOARDING OR 4PM**
- CLEAN OUT POPPERS
- CLEAN OUT CARAMEL KETTLE AND PADDLE
- CLEAN OUT NUT KETTLE
- CLEAN OUT TUMBLER
- CLEAN OUT CARAMEL COOLING TRAY
- CLEAN OUT MICROWAVE
- CLEAN ALL UTENSILS, DRY AND PUT BACK
- CLEAN ALL STAINLESS TABLES - TOPS AND SHELVES
- REPLACE PAPER ON DRIZZLE STATION
- LOCK DOORS -LAST BOARDING TIME - ONE HR BEFORE SHIP SAILING
- CLOSE AND WRAP FUDGE STATION
  - CLEAN UTENSILS, SCALE AND CUTTING BOARDS
- WASH AND WIPE DOWN ALL COUNTERTOPS - MOVE POPCORN
- SWEEP AND CLEAN POPCORN AREA
  - VACUUM OUT UNDER POPPERS
  - MOVE TABLES AND PULL ALL DEBRIS OFF SHELVES
  - BROOM AND DUST PAN ALL DEBRIS
- MOP FLOORS
- WINDEX
  - FRONT DOORS
  - POP MACHINES
  - NUT DISPLAY

- OUTSIDE OF POPPERS
- TEAR DOWN SAMPLE TABLE
  - THROW OUT ALL LEFT OVER POPCORN
  - WASH AND DRY TABLE CLOTH AT LEAST TWICE A WEEK
  - REPLACE JARS AND PLACE ONE UNOPENED BAG IN EACH
  - PLACE SPOONS AND LIDS IN FRONT OF JARS
  - EMPTY TRASH AND REPLACE LINER
- CLEAN OUT 3 COMPARTMENT SINK
- TAKE OUT TRASH
- TURN OFF LIGHTS ON NUT DISPLAY - RIGHT SWITCH
- TURN OUT LIGHTS
- TURN OFF MUSIC
- BE SURE THAT THE DOORS ARE LOCKED AND THE BUILDING IS SECURE