**Monday: 7:30 a.m. Shift**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Initials** | **Required Duties** | | | **Pt** |
|  | Get the store key and cash box from Finance office | | |  |
|  | **Login** for your shift on the Attendance computer in classroom | | |  |
|  | **Open the Doors, turn on the lights.** | | |  |
|  | Enter $80.00 start up cash into the till – Count the cash. Select the More Menu options, Select reports, then select Current Drawer. Enter $80.00 and Start Drawer.  Note: Always count the money in the box. The finance office makes mistakes. The box should have $80.00: two $10, five $5, twenty-five $1 and forty **quarters**. If missing money, go to Finance to get the correct amount. | | |  |
|  | Post the daily duties reports and the Balance Posted report (in folder box) for both computers on the freezer clipboards. | | |  |
|  | Put cash boxes & key in the 2nd cabinet first shelf behind the till. | | |  |
|  | **Turn on the Ice Machine and Keurig Machines** Fill both with Water to the fill lines – use pitcher to get water from Mrs. Vetter’s classroom sink – fill to max fill line | | |  |
|  | **Stock the Muffins/Donuts/Benefit Bars** – they are in the Pop Cooler on Monday Morning. Make sure there are 3 apple and 5 chocolate chip in the case. Three of each kind of muffins (3 kinds | | |  |
|  | **Stock Additional Muffins/donuts and BeneFit** bars: If the cooler did not have 3 of each muffin, 3 each donuts, and Benefit bars, get more from the Standup Freezer. For benefit bars, stock so there are only 5 Chocolate chip and 3 Apple Cinnamon | | |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * After you end, select **Start Drawer**: Enter the amount you counted as the new start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all | | |  |
|  | **Hand in the Duties reports** into the red inbox below attendance computer in the classroom. | | |  |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | | | |
|  | | **Flavor** | **Stocked** | |
| Front Cabinet – Second Shelf | | |  | |
| Sun chips – 4 flavors | | |  | |
|  | | Harvest Cheddar |  | |
|  | | Garden Salsa |  | |
|  | | Original |  | |
|  | | French Onion |  | |
| Baked Lays | | |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbecue Baked Lays |  | |
|  | | Baked Cheetos – 50% less fat |  | |
|  | | Original Baked Lays |  | |
|  | | Ruffles – Cheddar & Sour Cream |  | |
| Front Cabinet – Bottom Shelf | | |  | |
| Pop Chips | | |  | |
|  | | Cheddar & Sour Cream |  | |
|  | | Buffalo Ranch |  | |
|  | | Tangy Barbeque |  | |
|  | | Sea Salt |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbeque |  | |
| Kettle Cooked | | | | |
|  | | Sea Salt & Vinegar |  | |
|  | | Mesquite BBQ |  | |
|  | | Jalapeno |  | |
| Corner Cabinet- Top Shelf | | | | |
| Hot Chips | | Cheetos – Flaming Hot |  | |
|  | | Doritos – Spicy Sweet Chili |  | |
|  | | Chester Hot Fries |  | |
|  | | Funyuns Flaming Hot |  | |
|  | | Cheetos – Flaming Hot Lime |  | |
|  | | Flaming Hot Doritos |  | |
|  | | Spicy Chili Doritos |  | |

**Monday: 1st Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student Initials** | **Required Duties** | **Pts** |
|  | **Enter Today’s Date:** Enter in the date field above |  |
|  | **Login** for your shift on the Attendance computer in classroom |  |
|  | **Make Cookies:** make 6 chocolate chip on one tray, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake both trays at the same time on the middle and bottom rack for 16 minutes. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the ziplocks. |  |
|  | **Stock Monsters** – Use Check list on Back for beverages |  |
|  | **Stock Water – Smart Water and Sams Water** |  |
|  | **Stock & Rotate the Donuts** – Four of each kind (2 kinds) |  |
|  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |  |
|  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |  |
|  | **Hand in the Duties reports** into the red inbox below the attendance computer in the classroom. |  |
|  | **Other: Assigned this week by instructor:** |  |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than **one** **row of each**. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Monday: 2nd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no cookies are made – talk to Mrs. Vetter** |
|  |  | **Make Popcorn.** – See instructions from Mrs. Vetter |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Straighten Chips Display case** while stocking. Do not have them thrown around. Nice, neat rows using FIFO |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Monday: 3rd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no PopCorn made – talk to Mrs. Vetter** |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate the Donuts** – 4 of each kind (2 kinds) |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors * Fill the water for both Keurig Machines |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage cool ers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Monday: 4th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Make Cookies if there is only 2 sets left to sell in the display case. So if only 1 chocolate chip,** 6 chocolate chip on one tray, i**f only one chocolate brownie**, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake on the middle or bottom rack for 13 minutes. If making both kinds, use the middle and bottom. Never use the top rack to bake. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the zip locks. Use Gloves! |
|  |  | **Stock Monsters** – Use Check list on Back for beverages |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one inside the store. |
|  |  | **Straighten chips in display:**  organize and straighten chips in neat rows. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Monday: 5th Hour 1st lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Monster** – Use Check list on Back for beverages |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate Donuts – 4 of each Kind (2 kinds)** – |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Monday: 5th Hour 2nd lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Energy Drinks** – Use Check list for beverages |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than **one** **row of each**. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Monday: 6th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Snacks** – Use Check list on Back **need to be ready for the next day** |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one for employees inside the store. |
|  |  | **Wash Till Display case with Windex** |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors |
|  |  | **Turn off All equipment:** - Check Popcorn Warmer, Food Warmer, coffee machines, and cookie machine are set to off. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Monday: 7th Hour Store Duties**

# Date: Names of Students working: Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Turn off the Ice machine** and unplug it if it is not unplugged. If there is ice in the bin, dump it into the zip lock in the freezer. Don’t waste good ice!!!! |
|  |  | **Wash and Clean the slushy machine trays** – Take the two black trays off – go to the classroom and wash them in the sink with soap and water in the classroom. Dry them and return them to the store. |
|  |  | **Balance the register at 3:00 after your shift if** there is no 8th hour make up shift. If there is an 8th hour make up shift, you will do this with 10 minutes left and leave all the money in the till. Otherwise you need to close the tills and take the money to the finance office.   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * **If no 8th Hour.** Do not enter a start Drawer amount. Take all the money out of the tills, put in cash boxes. Fold the pink and yellow report and place in the boxes with the money. Shut the light off, lock the doors along with the bolt locks. Take money box, reports and key to Finance office. * **If 8th hour makeup shift:** Leave all the money in the tills. After Ending the drawer, Select **Start Drawer**: Enter the amount you counted and left in the till as the amount for the start drawer for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | * **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Monday: 8th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |
| --- | --- |
| **Student Initials** | **Required Duties** |
|  | **Login** for your shift on the Attendance computer in classroom |
|  | **Balance both registers 1 and Register 2. Complete Register 1 immediately and use Register 2 for ½ hour. Balance register 2 with 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Do not enter a **Start Drawer**: * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  | Take all the money out of the till and place it in the cash box. |
|  | Fold the pink/yellow slips and place in each box. |
|  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  | Take Both Cash boxes along with the 2 balance reports (one pink one yellow) and the key to the Finance Office. |
|  | At 3:30, close the store, bolt the right door, lock the left door. |
|  | Give the Cash Box and the key to the Finance Office. |
|  | Other: Assigned this week by instructor: |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Tuesday: 7:30 a.m. Shift**

# Date: Names of Students working: Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Initials** | **Required Duties** | | | **Pts** |
|  | Get the store key and cash box from Finance office | | |  |
|  | **Login** for your shift on the Attendance computer in classroom | | |  |
|  | **Open the Doors, turn on the lights.** | | |  |
|  | Enter $80.00 start up cash into the till – Count the cash. Select the More Menu options, Select reports, then select Current Drawer. Enter $80.00 and Start Drawer.  Note: Always count the money in the box. The finance office makes mistakes. The box should have $80.00: two $10, five $5, twenty-five $1 and forty **quarters**. If missing money, go to Finance to get the correct amount. | | |  |
|  | Post the daily duties reports and the Balance Posted report (in folder box) for both computers on the freezer clipboards. | | |  |
|  | Put cash boxes and key in the 2nd cabinet first shelf behind the till. | | |  |
|  | **Turn on the Ice Machine and Keurig Machines** Fill both with Water to the fill lines – use pitcher to get water from Mrs. Vetter’s classroom sink – fill to max fill line | | |  |
|  | **Stock the Muffins/Donuts/Benefit Bars** – they are in the Pop Cooler on Tuesday Morning. All other days in the freezer in back | | |  |
|  | **Stock Additional Muffins/donuts and BeneFit** bars: If the cooler did not have 3 of each muffin, 3 each donuts, and Benefit bars, get more from the Standup Freezer. For benefit bars, stock so there are only 5 Chocolate chip and 3 Apple Cinnamon | | |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * After you end, select **Start Drawer**: Enter the amount you counted as the new start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all | | |  |
|  | **Hand in the Duties reports** into the red inbox below attendance computer in the classroom. | | |  |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | | | |
|  | | **Flavor** | **Stocked** | |
| Front Cabinet – Second Shelf | | |  | |
| Sun chips – 4 flavors | | |  | |
|  | | Harvest Cheddar |  | |
|  | | Garden Salsa |  | |
|  | | Original |  | |
|  | | French Onion |  | |
| Baked Lays | | |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbecue Baked Lays |  | |
|  | | Baked Cheetos – 50% less fat |  | |
|  | | Original Baked Lays |  | |
|  | | Ruffles – Cheddar & Sour Cream |  | |
| Front Cabinet – Bottom Shelf | | |  | |
| Pop Chips | | |  | |
|  | | Cheddar & Sour Cream |  | |
|  | | Buffalo Ranch |  | |
|  | | Tangy Barbeque |  | |
|  | | Sea Salt |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbeque |  | |
| Kettle Cooked | | | | |
|  | | Sea Salt & Vinegar |  | |
|  | | Mesquite BBQ |  | |
|  | | Jalapeno |  | |
| Corner Cabinet- Top Shelf | | | | |
| Hot Chips | | Cheetos – Flaming Hot |  | |
|  | | Doritos – Spicy Sweet Chili |  | |
|  | | Chester Hot Fries |  | |
|  | | Funyuns Flaming Hot |  | |
|  | | Cheetos – Flaming Hot Lime |  | |
|  | | Flaming Hot Doritos |  | |
|  | | Spicy Chili Doritos |  | |

**Tuesday: 1st Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student Initials** | **Required Duties** | **Pts** |
|  | **Enter Today’s Date:** Enter in the date field above |  |
|  | **Login** for your shift on the Attendance computer in classroom |  |
|  | **Make Cookies:** make 6 chocolate chip on one tray, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake both trays at the same time on the middle and bottom rack for 16 minutes. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the ziplocks. |  |
|  | **Stock Monsters** – Use Check list on Back for beverages |  |
|  | **Stock & Rotate the Donuts** – Four of each kind (2 kinds) |  |
|  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |  |
|  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |  |
|  | **Hand in the Duties reports** into the red inbox below the attendance computer in the classroom. |  |
|  | **Other: Assigned this week by instructor:** |  |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Tuesday: 2nd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no cookies are made – talk to Mrs. Vetter** |
|  |  | **Make Popcorn.** – See instructions from Mrs. Vetter |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Straighten Chips Display case** while stocking. Do not have them thrown around. Nice, neat rows using FIFO |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Tuesday: 3rd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no PopCorn made – talk to Mrs. Vetter** |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate the Donuts** – 4 of each kind (2 kinds) |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors * Fill the water for both Keurig Machines |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage cool ers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Tuesday: 4th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Make Cookies if there is only 2 sets left to sell in the display case. So if only 1 chocolate chip,** 6 chocolate chip on one tray, i**f only one chocolate brownie**, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake on the middle or bottom rack for 13 minutes. If making both kinds, use the middle and bottom. Never use the top rack to bake. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the zip locks. Use Gloves! |
|  |  | **Stock Monsters** – Use Check list on Back for beverages |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one inside the store. |
|  |  | **Straighten chips in display:**  organize and straighten chips in neat rows. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Tuesday: 5th Hour 1st lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Monster** – Use Check list on Back for beverages |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate Donuts – 4 of each Kind (2 kinds)** – |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Tuesday: 5th Hour 2nd lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Energy Drinks** – Use Check list for beverages |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Tuesday: 6th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Snacks** – Use Check list on Back **need to be ready for the next day** |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one for employees inside the store. |
|  |  | **Wash Till Display case with Windex** |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors |
|  |  | **Turn off All equipment:** - Check Popcorn Warmer, Food Warmer, coffee machines, and cookie machine are set to off. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Tuesday: 7th Hour Store Duties**

# Date: Names of Students working: Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Turn off the Ice machine** and unplug it if it is not unplugged. If there is ice in the bin, dump it into the zip lock in the freezer. Don’t waste good ice!!!! |
|  |  | **Wash and Clean the slushy machine trays** – Take the two black trays off – go to the classroom and wash them in the sink with soap and water in the classroom. Dry them and return them to the store. |
|  |  | **Balance the register at 3:00 after your shift if** there is no 8th hour make up shift. If there is an 8th hour make up shift, you will do this with 10 minutes left and leave all the money in the till. Otherwise you need to close the tills and take the money to the finance office.   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * **If no 8th Hour.** Do not enter a start Drawer amount. Take all the money out of the tills, put in cash boxes. Fold the pink and yellow report and place in the boxes with the money. Shut the light off, lock the doors along with the bolt locks. Take money box, reports and key to Finance office. * **If 8th hour makeup shift:** Leave all the money in the tills. After Ending the drawer, Select **Start Drawer**: Enter the amount you counted and left in the till as the amount for the start drawer for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | * **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Tuesday: 8th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |
| --- | --- |
| **Student Initials** | **Required Duties** |
|  | **Login** for your shift on the Attendance computer in classroom |
|  | **Balance both registers 1 and Register 2. Complete Register 1 immediately and use Register 2 for ½ hour. Balance register 2 with 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Do not enter a **Start Drawer**: * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  | Turn off the Ice machine and unplug it if it is not unplugged |
|  | Take all the money out of the till and place it in the cash box. |
|  | Fold the pink/yellow slips and place in each box. |
|  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  | Take Both Cash boxes along with the 2 balance reports (one pink one yellow) and the key to the Finance Office. |
|  | At 3:30, close the store, bolt the right door, lock the left door. |
|  | Give the Cash Box and the key to the Finance Office. |
|  | Other: Assigned this week by instructor: |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Wednesday: 7:30 a.m. Shift**

# Date: Names of Students working: Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Initials** | **Required Duties** | | | **Pts** |
|  | Get the store key and cash box from Finance office | | |  |
|  | **Login** for your shift on the Attendance computer in classroom | | |  |
|  | **Open the Doors, turn on the lights.** | | |  |
|  | Enter $80.00 start up cash into the till – Count the cash. Select the More Menu options, Select reports, then select Current Drawer. Enter $80.00 and Start Drawer.  Note: Always count the money in the box. The finance office makes mistakes. The box should have $80.00: two $10, five $5, twenty-five $1 and forty **quarters**. If missing money, go to Finance to get the correct amount. | | |  |
|  | Post the daily duties reports and the Balance Posted report (in folder box) for both computers on the freezer clipboards. | | |  |
|  | Put cash boxes and key in the 2nd cabinet first shelf behind the till. | | |  |
|  | **Turn on the Ice Machine and Keurig Machines** Fill both with Water to the fill lines – use pitcher to get water from Mrs. Vetter’s classroom sink – fill to max fill line | | |  |
|  | **Stock the Muffins/Donuts/Benefit Bars** – they are in the Pop Cooler on Wednesday Morning. All other days in the freezer in back | | |  |
|  | **Stock Additional Muffins/donuts and BeneFit** bars: If the cooler did not have 3 of each muffin, 3 each donuts, and Benefit bars, get more from the Standup Freezer. For benefit bars, stock so there are only 5 Chocolate chip and 3 Apple Cinnamon | | |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * After you end, select **Start Drawer**: Enter the amount you counted as the new start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all | | |  |
|  | **Hand in the Duties reports** into the red inbox below attendance computer in the classroom. | | |  |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | | | |
|  | | **Flavor** | **Stocked** | |
| Front Cabinet – Second Shelf | | |  | |
| Sun chips – 4 flavors | | |  | |
|  | | Harvest Cheddar |  | |
|  | | Garden Salsa |  | |
|  | | Original |  | |
|  | | French Onion |  | |
| Baked Lays | | |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbecue Baked Lays |  | |
|  | | Baked Cheetos – 50% less fat |  | |
|  | | Original Baked Lays |  | |
|  | | Ruffles – Cheddar & Sour Cream |  | |
| Front Cabinet – Bottom Shelf | | |  | |
| Pop Chips | | |  | |
|  | | Cheddar & Sour Cream |  | |
|  | | Buffalo Ranch |  | |
|  | | Tangy Barbeque |  | |
|  | | Sea Salt |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbeque |  | |
| Kettle Cooked | | | | |
|  | | Sea Salt & Vinegar |  | |
|  | | Mesquite BBQ |  | |
|  | | Jalapeno |  | |
| Corner Cabinet- Top Shelf | | | | |
| Hot Chips | | Cheetos – Flaming Hot |  | |
|  | | Doritos – Spicy Sweet Chili |  | |
|  | | Chester Hot Fries |  | |
|  | | Funyuns Flaming Hot |  | |
|  | | Cheetos – Flaming Hot Lime |  | |
|  | | Flaming Hot Doritos |  | |
|  | | Spicy Chili Doritos |  | |

**Wednesday: 1st Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student Initials** | **Required Duties** | **Pts** |
|  | **Enter Today’s Date:** Enter in the date field above |  |
|  | **Login** for your shift on the Attendance computer in classroom |  |
|  | **Make Cookies:** make 6 chocolate chip on one tray, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake both trays at the same time on the middle and bottom rack for 16 minutes. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the ziplocks. |  |
|  | **Stock Monsters** – Use Check list on Back for beverages |  |
|  | **Stock & Rotate the Donuts** – Four of each kind (2 kinds) |  |
|  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |  |
|  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |  |
|  | **Hand in the Duties reports** into the red inbox below the attendance computer in the classroom. |  |
|  | **Other: Assigned this week by instructor:** |  |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Wednesday: 2nd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no cookies are made – talk to Mrs. Vetter** |
|  |  | **Make Popcorn.** – See instructions from Mrs. Vetter |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Straighten Chips Display case** while stocking. Do not have them thrown around. Nice, neat rows using FIFO |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Wednesday: 3rd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no PopCorn made – talk to Mrs. Vetter** |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate the Donuts** – 4 of each kind (2 kinds) |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors * Fill the water for both Keurig Machines |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage cool ers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Wednesday: 4th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Make Cookies if there is only 2 sets left to sell in the display case. So if only 1 chocolate chip,** 6 chocolate chip on one tray, i**f only one chocolate brownie**, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake on the middle or bottom rack for 13 minutes. If making both kinds, use the middle and bottom. Never use the top rack to bake. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the zip locks. Use Gloves! |
|  |  | **Stock Monsters** – Use Check list on Back for beverages |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one inside the store. |
|  |  | **Straighten chips in display:**  organize and straighten chips in neat rows. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Wednesday: 5th Hour 1st lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Monster** – Use Check list on Back for beverages |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate Donuts – 4 of each Kind (2 kinds)** – |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Wednesday: 5th Hour 2nd lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Energy Drinks** – Use Check list for beverages |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Wednesday: 6th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Snacks** – Use Check list on Back **need to be ready for the next day** |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one for employees inside the store. |
|  |  | **Wash Till Display case with Windex** |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors |
|  |  | **Turn off All equipment:** - Check Popcorn Warmer, Food Warmer, coffee machines, and cookie machine are set to off. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Wednesday: 7th Hour Store Duties**

# Date: Names of Students working: Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Turn off the Ice machine** and unplug it if it is not unplugged. If there is ice in the bin, dump it into the zip lock in the freezer. Don’t waste good ice!!!! |
|  |  | **Wash and Clean the slushy machine trays** – Take the two black trays off – go to the classroom and wash them in the sink with soap and water in the classroom. Dry them and return them to the store. |
|  |  | **Balance the register at 3:00 after your shift if** there is no 8th hour make up shift. If there is an 8th hour make up shift, you will do this with 10 minutes left and leave all the money in the till. Otherwise you need to close the tills and take the money to the finance office.   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * **If no 8th Hour.** Do not enter a start Drawer amount. Take all the money out of the tills, put in cash boxes. Fold the pink and yellow report and place in the boxes with the money. Shut the light off, lock the doors along with the bolt locks. Take money box, reports and key to Finance office. * **If 8th hour makeup shift:** Leave all the money in the tills. After Ending the drawer, Select **Start Drawer**: Enter the amount you counted and left in the till as the amount for the start drawer for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | * **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Wednesday: 8th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |
| --- | --- |
| **Student Initials** | **Required Duties** |
|  | **Login** for your shift on the Attendance computer in classroom |
|  | **Balance both registers 1 and Register 2. Complete Register 1 immediately and use Register 2 for ½ hour. Balance register 2 with 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Do not enter a **Start Drawer**: * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  | Take all the money out of the till and place it in the cash box. |
|  | Fold the pink/yellow slips and place in each box. |
|  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  | Take Both Cash boxes along with the 2 balance reports (one pink one yellow) and the key to the Finance Office. |
|  | At 3:30, close the store, bolt the right door, lock the left door. |
|  | Give the Cash Box and the key to the Finance Office. |
|  | Other: Assigned this week by instructor: |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Thursday: 7:30 a.m. Shift**

# Date: Names of Students working: Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Initials** | **Required Duties** | | | **Pts** |
|  | Get the store key and cash box from Finance office | | |  |
|  | **Login** for your shift on the Attendance computer in classroom | | |  |
|  | **Open the Doors, turn on the lights.** | | |  |
|  | Enter $80.00 start up cash into the till – Count the cash. Select the More Menu options, Select reports, then select Current Drawer. Enter $80.00 and Start Drawer.  Note: Always count the money in the box. The finance office makes mistakes. The box should have $80.00: two $10, five $5, twenty-five $1 and forty **quarters**. If missing money, go to Finance to get the correct amount. | | |  |
|  | Post the daily duties reports and the Balance Posted report (in folder box) for both computers on the freezer clipboards. | | |  |
|  | Put cash boxes and key in the 2nd cabinet first shelf behind the till. | | |  |
|  | **Turn on the Ice Machine and Keurig Machines** Fill both with Water to the fill lines – use pitcher to get water from Mrs. Vetter’s classroom sink – fill to max fill line | | |  |
|  | **Stock the Muffins/Donuts/Benefit Bars** – they are in the Pop Cooler on Thursday Morning. All other days in the freezer in back | | |  |
|  | **Stock Additional Muffins/donuts and BeneFit** bars: If the cooler did not have 3 of each muffin, 3 each donuts, and Benefit bars, get more from the Standup Freezer. For benefit bars, stock so there are only 5 Chocolate chip and 3 Apple Cinnamon | | |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * After you end, select **Start Drawer**: Enter the amount you counted as the new start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all | | |  |
|  | **Hand in the Duties reports** into the red inbox below attendance computer in the classroom. | | |  |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | | | |
|  | | **Flavor** | **Stocked** | |
| Front Cabinet – Second Shelf | | |  | |
| Sun chips – 4 flavors | | |  | |
|  | | Harvest Cheddar |  | |
|  | | Garden Salsa |  | |
|  | | Original |  | |
|  | | French Onion |  | |
| Baked Lays | | |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbecue Baked Lays |  | |
|  | | Baked Cheetos – 50% less fat |  | |
|  | | Original Baked Lays |  | |
|  | | Ruffles – Cheddar & Sour Cream |  | |
| Front Cabinet – Bottom Shelf | | |  | |
| Pop Chips | | |  | |
|  | | Cheddar & Sour Cream |  | |
|  | | Buffalo Ranch |  | |
|  | | Tangy Barbeque |  | |
|  | | Sea Salt |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbeque |  | |
| Kettle Cooked | | | | |
|  | | Sea Salt & Vinegar |  | |
|  | | Mesquite BBQ |  | |
|  | | Jalapeno |  | |
| Corner Cabinet- Top Shelf | | | | |
| Hot Chips | | Cheetos – Flaming Hot |  | |
|  | | Doritos – Spicy Sweet Chili |  | |
|  | | Chester Hot Fries |  | |
|  | | Funyuns Flaming Hot |  | |
|  | | Cheetos – Flaming Hot Lime |  | |
|  | | Flaming Hot Doritos |  | |
|  | | Spicy Chili Doritos |  | |

**Thursday: 1st Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student Initials** | **Required Duties** | **Pts** |
|  | **Enter Today’s Date:** Enter in the date field above |  |
|  | **Login** for your shift on the Attendance computer in classroom |  |
|  | **Make Cookies:** make 6 chocolate chip on one tray, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake both trays at the same time on the middle and bottom rack for 16 minutes. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the ziplocks. |  |
|  | **Stock Monsters** – Use Check list on Back for beverages |  |
|  | **Stock & Rotate the Donuts** – Four of each kind (2 kinds) |  |
|  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |  |
|  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |  |
|  | **Hand in the Duties reports** into the red inbox below the attendance computer in the classroom. |  |
|  | **Other: Assigned this week by instructor:** |  |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Thursday: 2nd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no cookies are made – talk to Mrs. Vetter** |
|  |  | **Make Popcorn.** – See instructions from Mrs. Vetter |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Straighten Chips Display case** while stocking. Do not have them thrown around. Nice, neat rows using FIFO |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Thursday: 3rd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no PopCorn made – talk to Mrs. Vetter** |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate the Donuts** – 4 of each kind (2 kinds) |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors * Fill the water for both Keurig Machines |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage cool ers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Thursday: 4th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Make Cookies if there is only 2 sets left to sell in the display case. So if only 1 chocolate chip,** 6 chocolate chip on one tray, i**f only one chocolate brownie**, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake on the middle or bottom rack for 13 minutes. If making both kinds, use the middle and bottom. Never use the top rack to bake. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the zip locks. Use Gloves! |
|  |  | **Stock Monsters** – Use Check list on Back for beverages |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one inside the store. |
|  |  | **Straighten chips in display:**  organize and straighten chips in neat rows. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Thursday: 5th Hour 1st lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Monster** – Use Check list on Back for beverages |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate Donuts – 4 of each Kind (2 kinds)** – |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Thursday: 5th Hour 2nd lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Energy Drinks** – Use Check list for beverages |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Thursday: 6th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Snacks** – Use Check list on Back **need to be ready for the next day** |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one for employees inside the store. |
|  |  | **Wash Till Display case with Windex** |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors |
|  |  | **Turn off All equipment:** - Check Popcorn Warmer, Food Warmer, coffee machines, and cookie machine are set to off. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Thursday: 7th Hour Store Duties**

# Date: Names of Students working: Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Turn off the Ice machine** and unplug it if it is not unplugged. If there is ice in the bin, dump it into the zip lock in the freezer. Don’t waste good ice!!!! |
|  |  | **Wash and Clean the slushy machine trays** – Take the two black trays off – go to the classroom and wash them in the sink with soap and water in the classroom. Dry them and return them to the store. |
|  |  | **Balance the register at 3:00 after your shift if** there is no 8th hour make up shift. If there is an 8th hour make up shift, you will do this with 10 minutes left and leave all the money in the till. Otherwise you need to close the tills and take the money to the finance office.   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * **If no 8th Hour.** Do not enter a start Drawer amount. Take all the money out of the tills, put in cash boxes. Fold the pink and yellow report and place in the boxes with the money. Shut the light off, lock the doors along with the bolt locks. Take money box, reports and key to Finance office. * **If 8th hour makeup shift:** Leave all the money in the tills. After Ending the drawer, Select **Start Drawer**: Enter the amount you counted and left in the till as the amount for the start drawer for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | * **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Thursday: 8th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |
| --- | --- |
| **Student Initials** | **Required Duties** |
|  | **Login** for your shift on the Attendance computer in classroom |
|  | **Balance both registers 1 and Register 2. Complete Register 1 immediately and use Register 2 for ½ hour. Balance register 2 with 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Do not enter a **Start Drawer**: * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  | Take all the money out of the till and place it in the cash box. |
|  | Fold the pink/yellow slips and place in each box. |
|  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  | Take Both Cash boxes along with the 2 balance reports (one pink one yellow) and the key to the Finance Office. |
|  | At 3:30, close the store, bolt the right door, lock the left door. |
|  | Give the Cash Box and the key to the Finance Office. |
|  | Other: Assigned this week by instructor: |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Friday: 7:30 a.m. Shift**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Initials** | **Required Duties** | | | **Pts** |
|  | Get the store key and cash box from Finance office | | |  |
|  | **Login** for your shift on the Attendance computer in classroom | | |  |
|  | **Open the Doors, turn on the lights.** | | |  |
|  | Enter $80.00 start up cash into the till – Count the cash. Select the More Menu options, Select reports, then select Current Drawer. Enter $80.00 and Start Drawer.  Note: Always count the money in the box. The finance office makes mistakes. The box should have $80.00: two $10, five $5, twenty-five $1 and forty **quarters**. If missing money, go to Finance to get the correct amount. | | |  |
|  | Post the daily duties reports and the Balance Posted report (in folder box) for both computers on the freezer clipboards. | | |  |
|  | Put cash boxes and key in the 2nd cabinet first shelf behind the till. | | |  |
|  | **Turn on the Ice Machine and Keurig Machines** Fill both with Water to the fill lines – use pitcher to get water from Mrs. Vetter’s classroom sink – fill to max fill line | | |  |
|  | **Stock the Muffins/Donuts/Benefit Bars** – they are in the Pop Cooler on Friday Morning. All other days in the freezer in back | | |  |
|  | **Stock Additional Muffins/donuts and BeneFit** bars: If the cooler did not have 3 of each muffin, 3 each donuts, and 4 Benefit bars, get more from the Standup Freezer. For benefit bars, stock so there are only 5 Chocolate chip and 3 Apple Cinnamon | | |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * After you end, select **Start Drawer**: Enter the amount you counted as the new start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all | | |  |
|  | **Hand in the Duties reports** into the red inbox below attendance computer in the classroom. | | |  |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | | | |
|  | | **Flavor** | **Stocked** | |
| Front Cabinet – Second Shelf | | |  | |
| Sun chips – 4 flavors | | |  | |
|  | | Harvest Cheddar |  | |
|  | | Garden Salsa |  | |
|  | | Original |  | |
|  | | French Onion |  | |
| Baked Lays | | |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbecue Baked Lays |  | |
|  | | Baked Cheetos – 50% less fat |  | |
|  | | Original Baked Lays |  | |
|  | | Ruffles – Cheddar & Sour Cream |  | |
| Front Cabinet – Bottom Shelf | | |  | |
| Pop Chips | | |  | |
|  | | Cheddar & Sour Cream |  | |
|  | | Buffalo Ranch |  | |
|  | | Tangy Barbeque |  | |
|  | | Sea Salt |  | |
|  | | Sour Cream & Onion |  | |
|  | | Barbeque |  | |
| Kettle Cooked | | | | |
|  | | Sea Salt & Vinegar |  | |
|  | | Mesquite BBQ |  | |
|  | | Jalapeno |  | |
| Corner Cabinet- Top Shelf | | | | |
| Hot Chips | | Cheetos – Flaming Hot |  | |
|  | | Doritos – Spicy Sweet Chili |  | |
|  | | Chester Hot Fries |  | |
|  | | Funyuns Flaming Hot |  | |
|  | | Cheetos – Flaming Hot Lime |  | |
|  | | Flaming Hot Doritos |  | |
|  | | Spicy Chili Doritos |  | |

**Friday: 1st Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student Initials** | **Required Duties** | **Pts** |
|  | **Enter Today’s Date:** Enter in the date field above |  |
|  | **Login** for your shift on the Attendance computer in classroom |  |
|  | **Make Cookies:** make 6 chocolate chip on one tray, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake both trays at the same time on the middle and bottom rack for 16 minutes. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the ziplocks. |  |
|  | **Stock Monsters** – Use Check list on Back for beverages |  |
|  | **Stock & Rotate the Donuts** – Four of each kind (2 kinds) |  |
|  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |  |
|  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |  |
|  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |  |
|  | **Hand in the Duties reports** into the red inbox below the attendance computer in the classroom. |  |
|  | **Other: Assigned this week by instructor:** |  |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Friday: 2nd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no cookies are made – talk to Mrs. Vetter** |
|  |  | **Make Popcorn.** – See instructions from Mrs. Vetter |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Straighten Chips Display case** while stocking. Do not have them thrown around. Nice, neat rows using FIFO |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Friday: 3rd Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **If no PopCorn made – talk to Mrs. Vetter** |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate the Donuts** – 4 of each kind (2 kinds) |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors * Fill the water for both Keurig Machines |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage cool ers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Friday: 4th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Make Cookies if there is only 2 sets left to sell in the display case. So if only 1 chocolate chip,** 6 chocolate chip on one tray, i**f only one chocolate brownie**, make 6 chocolate brownie cookies on one tray. Preheat oven for 10 minutes, and bake on the middle or bottom rack for 13 minutes. If making both kinds, use the middle and bottom. Never use the top rack to bake. Cool for 2 – 3 minutes. Place 2 cookies per plate and inside the zip locks. Use Gloves! |
|  |  | **Stock Monsters** – Use Check list on Back for beverages |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one inside the store. |
|  |  | **Straighten chips in display:**  organize and straighten chips in neat rows. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Friday: 5th Hour 1st lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Monster** – Use Check list on Back for beverages |
|  |  | **Stock the BeneFit** bars from Standup Freezer   * Stock 5 total in case of Chocolate chip * Stock 3 total of the Apple Cinnamon |
|  |  | **Stock & Rotate the muffins** – Four of each kind (3 kinds) |
|  |  | **Stock & Rotate Donuts – 4 of each Kind (2 kinds)** – |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it.** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Friday: 5th Hour 2nd lunch Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Energy Drinks** – Use Check list for beverages |
|  |  | **Stock & Rotate Snacks** – see checklist on back of chips |
|  |  | **Clean Counters and Display Case:** use Windex to clean the top of the display case/and counter and till area |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Friday: 6th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock Snacks** – Use Check list on Back **need to be ready for the next day** |
|  |  | **Wash the Tables**- Wash 2 in front of the school store down with Windex and the one for employees inside the store. |
|  |  | **Wash Till Display case with Windex** |
|  |  | **Stock the coffee & Slushy machine areas:**   * Stock coffee cups & lids (additional in cabinet in classroom) * Stock the slushy cups, Lids and Straws (cabinet in classroom) * Stock the coffee flavors |
|  |  | **Turn off All equipment:** - Check Popcorn Warmer, Food Warmer, coffee machines, and cookie machine are set to off. |
|  |  | **Balance the register 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Select **Start Drawer**: Enter the amount you counted as start drawer amount for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | **If you sold the last of an item during your hour, stock it so full for next hour. We can’t sell if you don’t stock it** |
|  |  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  |  | **Other: Assigned this week by instructor:** |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

**Friday: 7th Hour Store Duties**

# Date: Names of Students working: Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |  |
| --- | --- | --- |
| **Student  Initials Score** | | **Required Duties** |
|  |  | **Enter Today’s Date:** Enter in the date field above |
|  |  | **Login** for your shift on the Attendance computer in classroom |
|  |  | **Stock All Beverages** – Pop, juice, Monsters & **WATER** – ALL |
|  |  | **Turn off the Ice machine** and unplug it if it is not unplugged. If there is ice in the bin, dump it into the zip lock in the freezer. Don’t waste good ice!!!! |
|  |  | **Wash and Clean the slushy machine trays** – Take the two black trays off – go to the classroom and wash them in the sink with soap and water in the classroom. Dry them and return them to the store. |
|  |  | **Baked goods in cooler:** Take all the muffins, benefit bars, cookies, and donuts out of the display case and put them in the bottom of the middle pop cooler for the weekend. |
|  |  | **Balance the register at 3:00 after your shift if** there is no 8th hour make up shift. If there is an 8th hour make up shift, you will do this with 10 minutes left and leave all the money in the till. Otherwise you need to close the tills and take the money to the finance office.   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * **If no 8th Hour.** Do not enter a start Drawer amount. Take all the money out of the tills, put in cash boxes. Fold the pink and yellow report and place in the boxes with the money. Shut the light off, lock the doors along with the bolt locks. Take money box, reports and key to Finance office. * **If 8th hour makeup shift:** Leave all the money in the tills. After Ending the drawer, Select **Start Drawer**: Enter the amount you counted and left in the till as the amount for the start drawer for the next hour. * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  |  | * **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |

Below is the checklist for the beverage coolers. Most beverages only have one row of cold product with six in each row. Do not stock more than one row unless two rows are indicated as it messes up ordering procedures. If the product is missing one or two of an item, stock it. Stock product with **FIFO** in mind (First in First out). This means all the warm product **MUST** go behind the cold or older product.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Left Cooler | Middle Cooler | Right Cooler |
| Top Shelf | Rehab Teas:  Rasp Monster Tea  Lemon Monster Tea  Peach Monster Tea  Orange Monster Tea  Rock Star  Red Bull | Purple G2  Red G2  Blue G2  Yellow G2  Pink G2  White G2  Orange G2  Apple Sauce | Tropicana Orange juice   Tropicana Apple juice  Chocolate milk  Pineapple juice  Twisted elix’r Bubbl’r  Pitaya Berry Bubbl’r  Tipple Berry Bubbl’r |
| 2nd Shelf | White Monster  Blue Monster  Red Monster  Watermelon Monster  Purple Monster  Black/Green Monster  Green Monster  Orange Monster  Pink Monster  Teal Monster  Gold Monster  Ice caffeine Blue Rasp  Ice Caff. Straw Citrus  Ice caff. Cherry Van.  Caff. Black Raspberry  Wild Berry Celsius  Grape Celsius  Straw. Guava Celsius  Peach Mango Celsius | Body Armor Blueberry  Body Armor Pomegranate  Body Armor Orange citrus  Body Armor, berry punch  Body Armor Peach mango  Vitawater Lemon  Vitawater Blueberry  Vitawater Ice | Snapple lemon tea  Snapple Raspberry tea  Snapple Peach tea  Propel Watermelon  Propel Berry  Propel Kiwi Strawberry  Propel Grape |
| 3rd shelf down | Bai Clementine  Bai Blueberry  Bai Mango  Bai Pomegranate  Bai Watermelon | Cherry Coke Zero  Sprite Zero  Diet Coke  Coke Coffee  Fruit Punch PowerAde  Blue PowerAde  Purple PowerAde |
| 4th & 5th shelf down | Alani Cherry Slush  Alani Blue Slush  Alani Mimosa  Alani Shaved Ice  Cosmic Stardust  Sparkling Ice Water 6 flavors | Diet Dr. Pepper  Diet A&W  Diet Mountain Dew  Diet Orange  Diet Cream Soda Zero  Go Gurt | Sam’s Water  Smart Water |

**Friday: 8th Hour Store Duties**

# Date: Names of Students working:

# Student Duties: Complete the following items. Enter your initials to indicate the items that were completed. If they were not completed, leave blank.

|  |  |
| --- | --- |
| **Student Initials** | **Required Duties** |
|  | **Login** for your shift on the Attendance computer in classroom |
|  | **Balance both registers 1 and Register 2. Complete Register 1 immediately and use Register 2 for ½ hour. Balance register 2 with 10** **Minutes prior to end of class:**   * Open the cash Drawer and count the money. * Use the App to calculate total of all cash in drawer * Complete the Balance Register Report for your hour. * Expected in Drawer = Actual in Drawer (what you count) * Your difference must equal Zero or Get Mrs. Vetter * Select **Reports**, **Current Drawer**, Select **End drawer** * Enter **Actual Amount**, **Drawer Description** and **End Drawer** * Do not enter a **Start Drawer**: * Minus 5 if form is done incorrectly, Minus 10 Points if you do not balance the register al all |
|  | Take all the money out of the till and place it in the cash box. |
|  | Fold the pink/yellow slips and place in each box. |
|  | **Tear this page off and Hand** into the red inbox below the attendance computer in the classroom. |
|  | Take Both Cash boxes along with the 2 balance reports (one pink one yellow) and the key to the Finance Office. |
|  | At 3:30, close the store, bolt the right door, lock the left door. |
|  | Give the Cash Box and the key to the Finance Office. |
|  | Other: Assigned this week by instructor: |

|  |  |  |
| --- | --- | --- |
| Stock product starting from Right to Left when you are behind the display counter facing the customers. In stocked column, enter **🗸** if stocked, **out** if unavailable | | |
|  | **Flavor** | **Stocked** |
| Front Cabinet – Second Shelf | |  |
| Sun chips – 4 flavors | |  |
|  | Harvest Cheddar |  |
|  | Garden Salsa |  |
|  | Original |  |
|  | French Onion |  |
| Baked Lays | |  |
|  | Sour Cream & Onion |  |
|  | Barbecue Baked Lays |  |
|  | Baked Cheetos – 50% less fat |  |
|  | Original Baked Lays |  |
|  | Ruffles – Cheddar & Sour Cream |  |
| Front Cabinet – Bottom Shelf | |  |
| Pop Chips | |  |
|  | Cheddar & Sour Cream |  |
|  | Buffalo Ranch |  |
|  | Tangy Barbeque |  |
|  | Sea Salt |  |
|  | Sour Cream & Onion |  |
|  | Barbeque |  |
| Kettle Cooked | | |
|  | Sea Salt & Vinegar |  |
|  | Mesquite BBQ |  |
|  | Jalapeno |  |
| Corner Cabinet- Top Shelf | | |
| Hot Chips | Cheetos – Flaming Hot |  |
|  | Doritos – Spicy Sweet Chili |  |
|  | Chester Hot Fries |  |
|  | Funyuns Flaming Hot |  |
|  | Cheetos – Flaming Hot Lime |  |
|  | Flaming Hot Doritos |  |
|  | Spicy Chili Doritos |  |

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