

CONCESSION DUTIES

1. Turn on kettle warmer & light on popcorn machine 5 to 10 minutes prior to use & turn on Keurig coffee maker. Have popcorn made by 7:15 for night shows or 1:15 for matinees.
2. Count your base \$- should be \$100.
3. Restock drinks, candy, coffee **if needed**. All items are \$1.00.
4. Clean glass candy case. Make sure there are paper towels available.
5. Make sure there's enough popcorn **BEFORE** intermission starts. Room should be locked during intermission. Make sure someone has a key.
6. **AFTER INTERMISSION** – Turn off popcorn machine. Clean out bottom tray on Fri. & Sat.; discard all popcorn on Sun. Turn off Keurig.
7. Restock water, drinks, candy, & coffee.
8. Count \$, fill out concessions slip, sign, have a 2nd person count \$ & sign. \$100 goes back into base in bag; the slip & rest of \$ goes into envelope with box office \$.
9. Clean glass.
10. Sweep floor.
11. Bag trash.