

What Should I Be Doing?

Lean-To - Beginning of Day

(Make sure you check out your Radio and turn it on)

- Wipe off counters
- Stock the cooler, make sure rings are off the soda, bring old stock to the front, face labels front.
- Make the coffee - 1 cup of coffee per pot of water.
- Make the apple cider with mulling spices. Pour one container apple cider in the pot, and pour the mulling spices into the top of the basket before turning on the pot.
- Make the hot chocolate. Follow directions sheet.
- Set out all gift items on the porch.
- Set out snack items. Fudge, Donuts, Popcorn, etc...
- Sweep the porch and steps.
- Sweep in the Lean-To.
- Wipe down all surfaces (cooler, carts, etc.)
- Pick up any trash
- Make sure your tablet is on.
- Make sure your chip card reader is on and connected to the tablet.
- Make sure the Spookley Movie is turned on and ready to go in the theater.
- Stand on the porch, looking into the Lean-To and make sure everything looks neat.
- Make sure the curtain to the back is closed.
- Set out all of the coffee items (creamer, stir sticks, sugars) - pick out any pine needles.
- Check to make sure you have enough of the large Culligan water bottles for the day.
- Make sure you have enough cups, lids set out.
- Set out brochures.
- Restock soda & water, make sure labels are facing front.

Lean-To - Throughout the Day

- Engage guests: "Hi, Folks! Having fun today?"
- Restock, Remake, Reface.
- Assist making s'more packets and run down to the ticket booth when needed.
- CLEAN.

- At 6pm (or when it's getting dark) plug in the path lights.

Lean-To - End of Day (Turn off Radio)

- Bring in everything from the porch and put it away.
- Bring in everything from the counters and put away.
- Unplug all of the beverages. Drain cider & cocoa into empty cider jugs. Once cool, date the jugs with a Sharpie and place in cooler.
- Place all dirty dishes in the gray tote and take up to the Eat Shack.
- Dump out coffee in corn field down the hill.
- Turn off Spookley Movie, shut the Lens Cover on the Projector, turn off lights in the Theater & shut the doors.
- Wipe down all counters.
- Unplug nacho warmer.
- Empty water tray under cooler.
- Sweep.
- Turn off Porch Lights.