



## Assistant Lead Roles and Responsibilities

### Setup

1. Sign-In
2. Pick-Up Money from Vault and verify.
3. Setup Spoils Box.
4. Setup Tips Cups
5. Distribute money to cash drawers

### Operations

1. Maintain adequate cash supply in drawers
2. Prepare cash drop when required
3. Periodically remove large bills from Cashiers, pre-count and bundle.
4. Fill in for Cashiers, as needed, for breaks, etc.
5. Maintain/switch beer kegs
6. Maintain/switch soda fountains

### Post Event

1. Tabulate credit card receipts and record on For Our Kidz sheet.
2. Verify cash counts from cashiers.
3. Count Spoils and record.
4. Collect all coupons, etc. for inventory purposes.
5. Collect Manager Gratis Eat sheets for inventory.
6. Ensure all cash drawers are empty and leave open.
7. Ensure all food warmers are empty and leave open.
8. Perform 1<sup>st</sup> count of money remaining in the cash bag.
9. Get 2<sup>nd</sup> Count of money from a Cashier for the money in the cash bag.
10. Perform 2<sup>nd</sup> count of money from Cashiers.
11. Prepare Final Cash Drop to vault and turn-in final paperwork.