



Stand Lead Roles and Responsibilities

Setup

1. Count Initial Inventory including Cups, Hot Dogs, Peanuts, Candy, etc. and prepare Initial Inventory Sheet
2. Turn-On all Steamers, and Ovens
3. Verify initial inventory is adequate for the event. If not order additional inventory.
4. Prepare Sign-In Sheet
5. Prepare Manager Gratis Eat Sheets

Operations

1. Maintain adequate cup supply for Cashiers
2. Support Cashiers with sales issues, including money
3. Fill in for Cashier breaks
4. Replenish Candy, Peanut and Ice Cream Stock up-front, as needed.
5. Contact Warehouse for additional inventory/supplies, when required.
6. Second count on all cash drops.

Post Event

1. Prepare Final Inventory Sheet
2. Assemble closing paperwork
3. Ensure employee sign outs
4. Verify stand cleanliness
5. Balance
6. Verify Final Cash Drop
7. Key in Ending Inventory
8. Submit Event Paperwork to vendor