

Miller Field Closing Check List

Cleaning products are found under the sink. Please put away when finished as it is a health code violation to have them sitting out.

When washing dishes/utensils/pots/etc: first sink is dish soap water, second sink is for rinsing and third sink should be filled with hot water and one capful of Clorox Bleach. Spread dishes out on rack to dry. (Against health code to towel dry)

➤ Oven

Sell leftover pizza for 1.00

Turn off oven

Popcorn Machine

- turn off all switches**
- remove excess popcorn**
- use little dust pan to sweep out-pull out bottom sheet and sweep around motor...**
- empty the catch tray from underneath**
- wash the catch tray, scoop and metal bottom cover**
- wipe down machine inside and outside**

Serving Counter

- wipe down all bottles and containers and put away**
- wipe down all counter tops with Clorox wipes**
- close the window panel and bolt it**

Snow Cone Machine

Dry off machine and wet areas

***Clean up syrup bottles-put in fridge**

Cheese Machine

- wipe down**
- machine stays on**

Coffee Machine

- turn off**
- wash pots/filter basket**
- wipe off (remember the underneath top)**

General

- **refill beverages (rotate stock)**
- **wipe down all surfaces**
- **sweep floor**
- **Mop kitchen first then restrooms**

Restrooms

- **sweep floor and remove trash**
- **clean toilet and sink-use disposable brush pads**
- **Check toilet paper/soap- refills in kitchen cupboard**
- **mop floor (use mop after done with in kitchen area)**

Trash

Remove bags/boxes out to dumpster

Wipe out cans and put new bags in

Board member will do the money

Thank you for volunteering! We are hoping that we are creating great memories for our kiddos and it is only possible with all of us supporting the league! If you have any questions/thoughts please share! If you have questions that need immediate feedback we are only a call/text away!

Brenda Fleming 330-317-0274

Cheryl Boyer 330-201-1077