

**SHIFT #1****TIME 8:00 AM TO 11AM**

1. Empty grill grease tray before starting grill. Do Not empty it in the sink!
2. Make coffee.
3. Put on aprons and wash hands . **Wear plastic gloves if handling food.**
4. Wash off counters and sweep floor.
5. At approximately 9:30 a.m. start grill and heat hot water (beef bouillon).
6. Chop onion, tomatoes, olives.
7. Check and fill condiment containers (mustard, ketchup, relish, salt, pepper, etc.)

**Also during this shift:****mix and heat cheese, sausage, etc.****start cooking hamburgers as soon as grill is ready****make ice tea****BEFORE LEAVING THIS SHIFT - DO THE FOLLOWING:**

1. Fill ice in trough. Add more pop and water.
2. Wipe countertops and tables. This includes the tables outside.
3. Sweep floor
4. Break down boxes.
5. Empty garbage.
6. Fill all condiments.
7. Fill up freezer with meat and fries.
8. Wash all dishes.
9. If low on any supplies inform manager.

**SHIFT #2**

**TIME 11AM TO 3PM**

1. Put on aprons and wash hands. **Wear plastic gloves if handling food.**
2. Continue cooking hamburgers. Put in roaster filled with boullion water.
3. Check and fill condiment containers  
(mustard, ketchup, relish, salt, pepper, etc.)
4. Keep work area clean at all times.

**BEFORE LEAVING THIS SHIFT - DO THE FOLLOWING:**

1. Fill ice in trough. Add more pop and water.
2. Wipe countertops and tables. This includes the tables outside.
3. Sweep floor
4. Break down boxes.
5. Empty garbage.
6. Fill all condiments.
7. Fill up freezer with meat and fries.
8. Wash all dishes.
9. If low on any supplies inform manager.

**SHIFT #3**

**TIME 3PM to 6:30PM**

1. Put on aprons and wash hands. **Wear plastic gloves if handling food.**
2. Continue cooking hamburgers. Put in roaster filled with boullion water.
3. Check and fill condiment containers  
(mustard, ketchup, relish, salt, pepper, etc.)
4. Keep work area clean at all times.

**BEFORE LEAVING THIS SHIFT - DO THE FOLLOWING:**

1. Fill ice in trough. Add more pop and water.
2. Check and empty grease trays on grill if necessary.
3. Wipe countertops and tables. This includes the tables outside.
4. Sweep floor
5. Break down boxes.
6. Empty garbage.
7. Fill all condiments.
8. Fill up freezer with meat and fries.
9. Wash all dishes.
10. If low on any supplies inform manager.

**SHIFT #4 TIME 6:30PM TO end of 4-H and rodeo events**

1. Put on aprons and wash hands. **Wear plastic gloves if handling food.**
2. Continue cooking hamburgers. Taper off toward closing. Keep a supply on hand. Avoid large amounts of wasted food.
3. Check and fill condiment containers  
(mustard, ketchup, relish, salt, pepper, etc.)
4. Keep work area clean at all times.

**BEFORE LEAVING THIS SHIFT - DO THE FOLLOWING:**

1. All cooked food must be discounted and sold or thrown away.
2. Add pop and water. Do not add ice. Let out a little water from the trough.
3. Check and empty grease trays on grill.
4. Turn off all appliances and gas.
5. Sweep floors, THEN wipe countertops.
6. Empty garbage.
7. Break down boxes.
8. Wash all dishes, equipment, and tables.
9. Clean coffee and tea pots.
10. Prepare for following day.
11. If low on any supplies inform manager.