

POPCORN & JUICE, FOOD BANK DONATIONS

INSTRUCTIONS & PROCEDURES

Your job is to make and sell popcorn, sell apple juice and help move food donations from the front door areas of both buildings to the van parked in the upper parking lot.

Hygiene: Please tie back your hair and wash your hands before beginning your shift. Practice good hygiene. Gloves are available for you to wear and are meant to protect the food and diners, not your hands. Anyone taking money should not touch food without washing their hands first.

Aprons are provided for each volunteer. Please wear an apron and **nametag** while you are on duty. Be sure to pass the aprons along to your replacements.

If you need help or run low on supplies (juice, cups, bags, etc.), find the building supervisor or an event coordinator. They are carrying a radio and are often in the back office.

Prices: Popcorn: \$1 Full cup juice: 75¢

Popcorn: The first thing you should do is start making popcorn! We need to start the day with plenty, because the popper is very slow and it is hard to catch up if we run low. Go ahead and fill some bags so they are ready to sell.

Put 3 tablespoons oil, 1 cup popcorn, and ½ teaspoon flavoring salt into the popper. When the popper is through popping, dump the kettle, making sure that all the kernels are dumped. Keep the kettle heat and kettle motor on at all times while you are making popcorn. If you get a large quantity of popcorn made, you can turn off the heat and motor and wait until you sell a few bags and then begin again. After 4 p.m. you can let the supply dwindle, but be sure not to run out.

Use paper towels to periodically wipe off the sides and tray of the popcorn popper and throw away the unpopped kernels, etc.

Juice: Please keep the juice in the cooler at all times. There is more juice in the refrigerator at the upstairs bake sale if you run low. If you are out of ice, ask anyone with a radio for help. There may be more in the refrigerator at the bake sale upstairs.

Checks made out to the PNA can be accepted for the exact amount only. There is a cash machine on the ground floor of each building.

Instructions for cash pick-up are in the cash box. If you need a pick-up, ask a building supervisor or event coordinator- they are carrying radios.

Your replacement should arrive 2 hours into your 2.5 hour shift. Please orient the new worker to the job. Contact anyone with a radio if your replacement does not arrive in a timely manner.

Finally, please move donations from both buildings to the van parked in the upper parking lot.

THANK YOU VERY MUCH FOR SUPPORTING THE PNA!