

# 2022 NPO ORIENTATION



# WELCOME!!



# 2022-23 Season

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- What's New???
- Operations & Ops Safety
- Food Safety
- NPO Guidelines
- Stand Sheets
- Questions



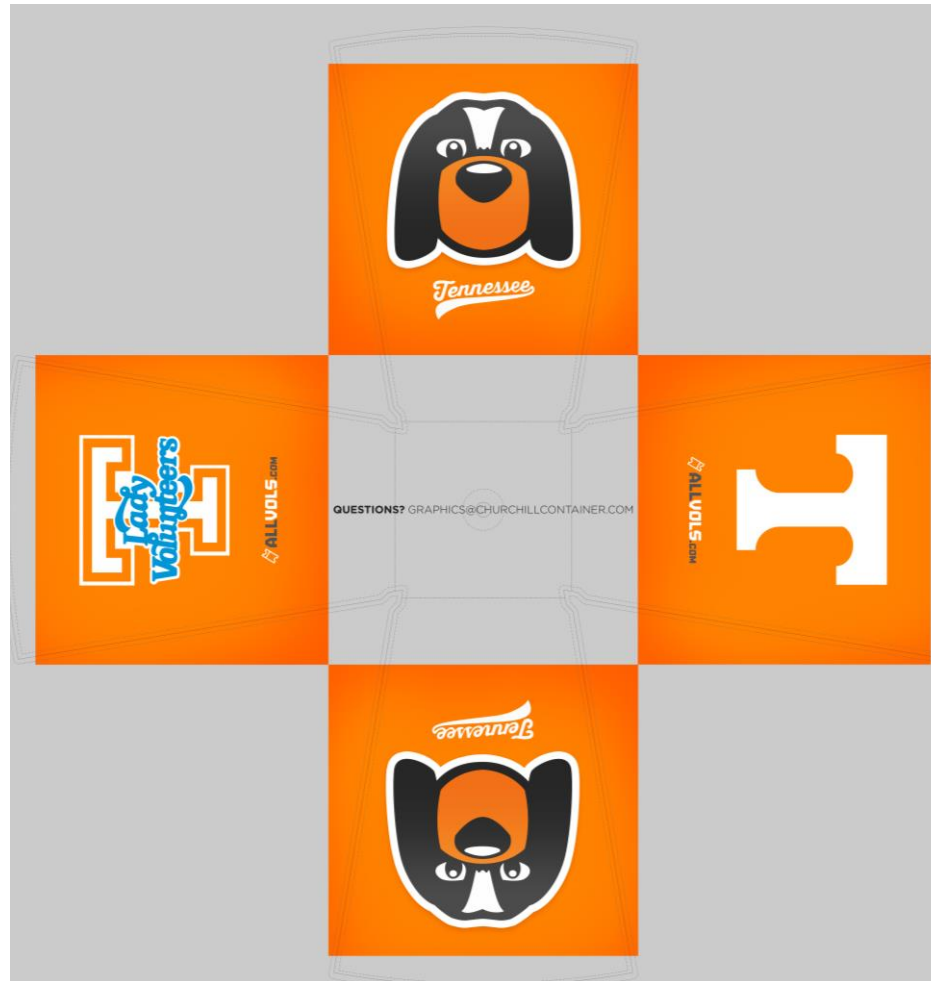
# What's New?!

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- Food issues and concerns
  - Nachos – different brand of chips
- New Stands
  - Lower West
  - Party Deck
  - Food Truck
  - Premium Areas
  - Changes to popper stands on 3<sup>rd</sup> level
    - Pizza!
- New Food
  - Certified Angus Beef Dogs- Premium Areas, Lower West, & Party Deck
  - Touchdown Dog, Lobster Roll, Special Nacho
  - Souvenir Popcorn Bucket-\$13
- Some stands will be shut down at halftime
  - We will alternate who is early or late
  - Get your money counted and get down to the money room first

# Souvenir Popcorn Bucket

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# 2022 Cups



Football



All-Sport

# Contacts

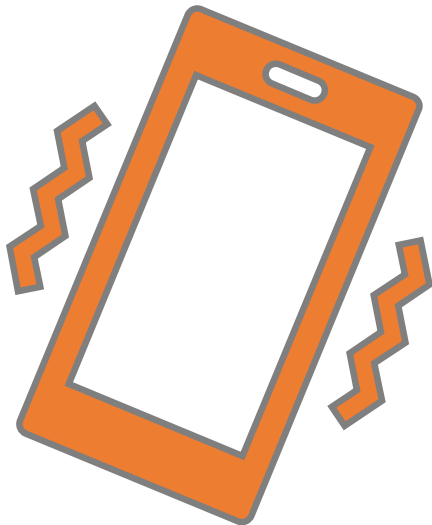
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- **Alexandra**
  - Concessions, Registers, ID Scanners
  - Kosman-Alexandra@aramark.com
  - 865-369-6256
- **Magen *New This Year!***
  - Terrace, Lower West Concessions, Party Deck Questions
  - 865-371-6299
- **Paul**
  - Warehouse- Inventory & Supplies
  - 865-378-3735
- **Brandon**
  - Bar Restock- Concessions bars
  - 865-607-9764
- **Patricia *New This Year!***
  - NPO Coordinator
  - 865-201-7029
- **Laura *New This Year!***
  - Premium Areas- East and West Club, Chancellor Suite bars
- **Dave**
  - Emergencies
  - 865-406-4081
  - 865-963-8190
- **Command Center Text Line**
  - Fire, Security, etc.
  - 865-974-1205

# Communication

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## TEXT IS BEST



### LOCATION

WHATS HAPPENING

SECURITY

TECH HELP

ID SCANNER

CLOVER MACHINE

SUPPLIES

ALL INVENTORY ITEMS AT

ONCE THAT YOU NEED



# Operations

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- Inventory Count
  - 2 people
- Inventory Sheet
- Packaging
  - How each item is counted
  - Keep like items together
- Operational Safety
  - Remove Trash only when fans are not in the building
  - Never Ever Bring in Household Chemicals

# Hand Hygiene

The CDC has identified the main risk factor contributing to foodborne illness in foodservice environments to be insufficient or improper hand washing.

- Hand washing
  - Follow proper hand washing procedures and fingernail hygiene
- Hand sinks
  - Are accessible, stocked and maintained at all times
- Disposable glove use
  - Always use disposable gloves when handling food
  - Always change disposable gloves when they become dirty, after sneezing, coughing, or blowing your nose, after touching your hair, face or nose and before beginning a different task
- ***Gloves must never be used in place of hand washing!***



# ARAMARK POLICIES

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Consume all food and beverage inside of your stand and/or on stadium property. No food or bottled beverages are to be taken at the end of the event. All spoilage should be either thrown away or taken to Gate 24.



Do not post photos of the stand, especially back of house on social media.

# Personal Belongings

Proper storage of personal belongings helps prevent the introduction of pathogenic microorganisms, and physical and chemical contaminants that can cause foodborne illness



- Storing personal belongings
  - Store personal belongings including cell phones only in designated areas
- Eating, drinking, smoking, chewing gum or tobacco
  - Never eat, drink, smoke and chew gum or tobacco in prep areas, food production areas, storage areas or ware washing areas
  - Tasting, eating, drinking, using tobacco or gum are only allowed in approved locations
- Use of cell phones
  - Only use cell phones in approved areas and **never** in front of a guest

# Reporting Illness

In order to protect our team members, guests and products - you must not work if you have certain illnesses or symptoms

- Reporting requirement

- Tell your manager immediately if you have been diagnosed with a foodborne illness or any of the symptoms listed below

- Symptoms

- Vomiting
- Diarrhea
- Sore throat with a fever
- Jaundice

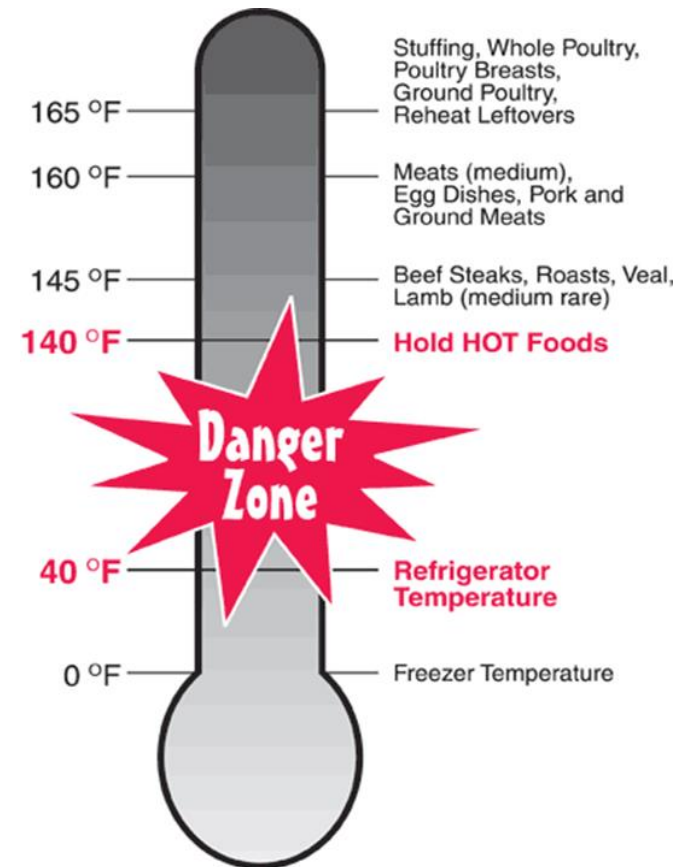
Do not allow any team members to come to an event if they have a fever or any other symptoms mentioned above.



# Food Temperatures

Maintaining proper temperatures of our food and equipment is critical to keeping high risk (TCS) foods out of the danger zone **41°F – 140°F (5°C – 60°C)**

- Holding & Storing TCS foods
  - Hot food must be received and kept at 140°F (60°C) or higher
  - Cold foods must be received and kept at 41°F (5°C) or lower
  - Hot and Cold holding equipment must be checked frequently
  - Any malfunctioning equipment must be immediately reported
  - All food prep and equipment logs must be completed as required
- Use of digital thermometers
  - Food production must use calibrated digital thermometers for taking and recording food temperatures



# ALLERGENS

Allergens can often be life or death situations. It's critical that we understand the common food allergens and how to identify someone having an allergic reaction

- Common Allergens

- The manager is responsible for answering all food allergen and menu/ingredient related questions.

The 8 Most Common Food Allergens			
<b>Soy</b> 	<b>Peanuts</b> 	<b>Shellfish</b> 	<b>Eggs</b> 
<b>Wheat</b> 	<b>Tree Nuts</b> 	<b>Fish</b> 	<b>Milk</b> 



# Customer Service at Rocky Top

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**All fans will be greeted with Welcome to Rocky Top!**

**Food cannot be consumed behind bars when gates are open, and fans are in the building- please eat before gates or off to side**

**Drinks should be stored under counters, and out of view of guests**

**Limit personal items you bring, do not store them in view of the fans, on top of coolers, or in walkways**

**Before gates, look at your bar as though you were a fan, does it look welcoming?**

**Thank every guest**

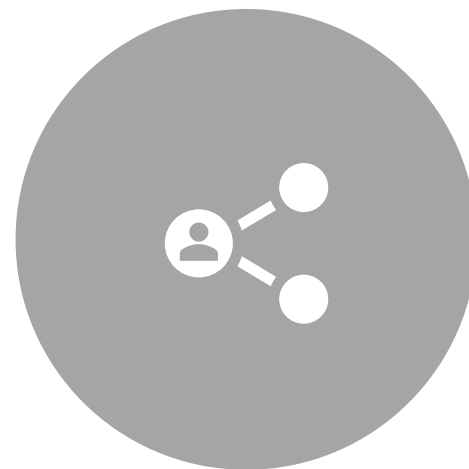


# Delayed Game Procedure

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ALL CONCESSIONS MUST PAUSE SERVICE  
UPON ANY DELAY OF THE GAME



GAME DAY SUPERVISORS & MANAGERS  
WILL KEEP YOU UPDATED OF THE STATUS  
OF THE GAME

# Volunteers

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- Check-In & Check out
- Deductions & Payouts
  - Credit Card Tips
- Vendors
- Volunteers
  - Paperwork
  - ID
  - Personal Items



# Bringing Items into Events

## Clear Bag Policy

UT operates with a clear bag policy and stadium security regulations limit fans to one clear plastic bag no larger than 12 inches by 6 inches by 12 inches or a one-gallon, clear, resealable plastic storage bag per person.



**Clear Bag**

No Larger Than 12" X 6" X 12"



**Clear Plastic Storage Bag**

One Gallon Resealable



**Small Clutch Purse**

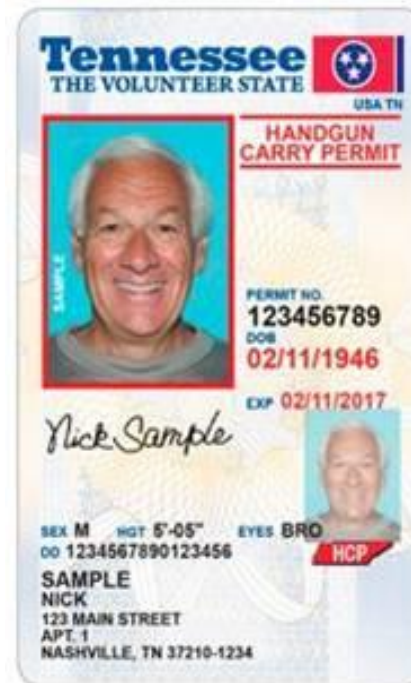
No Larger Than 4.5" X 6.5"



**Seat Cushion**

No Arms Or Pockets

# IDs for NPO Check In





# Timeline of Game Day

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5 Hours Before Game Time

NPO Check in Opens at Gate 24

4 Hours Before Game Time

Most NPOs Arrive

Count In (2 people)

Organize and stock stand

Wipe down counters- Sanitation before Preparation!

Begin Temp Log

3 Hours Before Game Time

Trash & Boxes out of stand

Begin Cooking Dogs, Smokeys, and pretzels

2.5 Hours Before Game Time

Putting final touches on stands, ready for the day!

2 Hours Before Game Time

Gates are open! Service Begins!

Game Time!

Go Vols!

# Timeline of Game Day

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## 1<sup>st</sup> & 2<sup>nd</sup> quarter

Lines are slowing down

Getting organized for half time & giving breaks

Evaluating if you need supplies

Take 1<sup>st</sup> Money Drop to the Event Center

## HALF TIME

BUSY

Keep things rolling, no breaks, all hands on deck!

Be conservative about cooking more dogs, sausages, and pretzels

## 3<sup>rd</sup> & 4<sup>th</sup> Quarter

Stand closings begin

Lines are slowing down

Keep some product ready to sell, but no packed full rollers or warmers

Begin Cleaning

# Timeline of Game Day

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End of Game/Closing time

YOU MADE IT!

Take remaining cash to money room

Organize

Count

Clean- Leave it the way you want to come into it

Remove trash from stand- if fans are gone

Check out with Supervisor

Take buns, cooked pretzels & meats to Gate 24

Take Paperwork to Posting Room

Leave 😊



<b>GAME TIME</b>	<b>GENERAL GATES OPEN</b>	<b>TERRACE</b>	<b>TRULY TAILGATE</b>	<b>SUGGESTED NPO ARRIVAL TIME</b>
<b>12 PM</b>	<b>10 AM</b>	<b>9:30AM</b>	<b>9AM</b>	<b>8AM</b>
<b>4PM</b>	<b>2 PM</b>	<b>1:30PM</b>	<b>12PM</b>	<b>12PM</b>
<b>7 PM</b>	<b>5 PM</b>	<b>4:30PM</b>	<b>3PM</b>	<b>3PM</b>
<b>8PM</b>	<b>6 PM</b>	<b>5:30PM</b>	<b>4PM</b>	<b>4PM</b>

**Allow as much extra time as possible for game 1!**

# UNIFORMS

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- Khaki colored pants or Shorts
  - No jeans, leggings or yoga pants
- Closed-toe shoes
  - Preferably non-slip
- Hair must be restrained
- Hats or hairnets must always be worn
  - Hat should be solid black or UT logo, NO OTHER TEAMS
  - We will not have enough hats for people to be issued more than one
- Dress appropriately for the weather.
  - Layers may be worn underneath Aramark shirt.
    - Layers must be black or white with no logos showing
- No jewelry.
  - Earrings the size of a dime or smaller are ok. No long necklaces, rings or bracelets. (Wedding or engagement rings are allowed)

# Volunteers

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# New Clover Point of Sale System

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- These devices are brand new, please be patient as we learn more.
- We will send out this training and some clover cheat sheets before game 1.
- We are excited that we will be able to perform individual audits on POS and hold individuals accountable for inconsistent money handling and credit practices.
- Just like the Credit Card machines, do not drown or drop them.
  - Once they start to break, we are just short machines.
- You will receive a unique username and password for each device
- Refunds- Refund cash when possible, call a supervisor or manager when you cannot

**ALWAYS ALWAYS ALWAYS**  
Make sure you are logged in to the  
correct location as the correct  
person.

# Logging In

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- Username and password must be entered
  - Will be in your stand packet

**ALWAYS ALWAYS ALWAYS**  
 Make sure you are logged in to the correct location as the correct person.

Stand	Register	USER NAME	Password	Pin	Printed Name	Signed Name
103	1	UTNEY1031	OUTNEY1031	1031		
103	2	UTNEY1032	OUTNEY1032	1032		
103	3	UTNEY1033	OUTNEY1033	1033		
103	4	UTNEY1034	OUTNEY1034	1034		

# COMPLETING THE STAND PAPERWORK



Standsheet for GCART-GRILL CART

Date : 07/06/2021

Component - 0000 - UT CONCESSIONS

Event Start datetime :		06/12/2021 7:00:00 PM		Event End datetime :		06/12/2021 11:00:00 PM								
Event Type :		30 - COLLEGE BASEBALL		Opponent :		184 - LSU TIGERS								
Item# - Desc	TRS UNIT	Beg Inv	BEFORE		Mgr. Adj.	DURING				End Inv	Sold	\$ Sale Price	Reg Read	\$ Amt
			Rec	Tot Avail		Rec	Trs	Eat	Spl					
0115 - CUP 24OZ LEMONADE	CUP	470	0	470	0	0	0	0	0	387	83	5.00	0	415.00
0200 - BTL 20OZ COKE (24/CS)	BTL	57	0	57	-1	48	0	3	0	66	35	4.00	0	140.00
0205 - BTL 20OZ DIET COKE	BTL	42	0	42	3	0	0	0	0	13	32	4.00	0	128.00
0210 - BTL 20OZ COKE ZERO	BTL	22	0	22	3	24	0	1	0	23	25	4.00	0	100.00
0215 - BTL 20OZ SPRITE (24/CS)	BTL	13	74	37	0	0	0	2	0	8	27	4.00	0	108.00
0220 - BTL 20OZ MELLO YELLO	BTL	32	0	32	0	0	0	1	0	22	9	4.00	0	36.00
1200 - BTL 20OZ WATER DASANI	BTL	125	0	125	18	168	0	0	0	75	236	4.00	0	944.00
1205 - BTL LITER WATER (12/CS)	BTL	0	0	0	0	0	0	0	0	0	0	6.00	0	0.00
1201 - BTL OLYMPIC WATER 20	BTL	0	0	0	0	0	0	0	0	0	0	3.00	0	0.00
1206 - BTL OLYMPIC LITER WATER	BTL	0	0	0	0	0	0	0	0	0	0	5.00	0	0.00
1705 - M&M PLAIN 3.14OZ (12/BOX)	EA	37	0	37	0	0	0	0	0	31	6	4.00	0	24.00
1710 - M&M PEANUT 3.27OZ	EA	30	0	30	0	0	0	0	0	25	5	4.00	0	20.00
1715 - SKITTLES 4OZ ( 12/BOX)	EA	35	0	35	0	0	0	0	0	34	1	4.00	0	4.00
1721 - SOUR PATCH KIDS	EA	32	0	32	0	0	0	0	0	29	3	4.00	0	12.00
2015 - HOT DOG 5X1 7" (100/CS)	EA	71	0	71	300	0	0	0	0	140	231	5.00	0	1155.00
2402 - BOAT 5# UT	EA	0	0	0	0	0	0	0	0	0	0	8.00	0	0.00
2420 - BOAT 3# UT	EA	189	250	439	0	0	0	0	0	75	364	9.00	0	3276.00
2505 - PEANUTS 8OZ (36 /CS)	BAG	14	16	50	0	36	0	0	0	57	29	4.00	0	116.00
2702 - CUP 12OZ ICE CREAM	EA	0	0	0	0	0	0	0	0	0	0	6.00	0	0.00

Always use a blue or black ink pen.  
Never pencil.  
No red ink or crazy color ink.

Every page must be signed or initialed by both the stand lead and supervisor.

All inventory must be counted in before gates open.

All inventory must be counted out at the end of the night.

# Stand Sheet Cheat Sheet



## Standsheet for GCART-GRILL CART

Date : 07/06/2021

Component : 0000 - UT CONCESSIONS

Event Start datetime :		06/12/2021 7:00:00 PM				Event End datetime :		06/12/2021 11:00:00 PM						
Event Type :		30 - COLLEGE BASEBALL				Opponent :		184 - LSU TIGERS						
Item# - Desc	TRS UNIT	Beg Inv	BEFORE Rec	Tot Avail	Mgr. Adj.	DURING				End Inv	Sold	\$ Sale Price	Reg Read	\$ Amt
						Rec	Trs	Eat	Spl					
0115 - CUP 24OZ LEMONADE	CUP	470	0	470	0	0	0	0	0	387	83	5.00	0	415.00

**Chargeables-** Items listed on the stand sheet, these items need to be counted at the beginning and ending of events

- Every menu item has an associated counted item, Example: Peanuts, we count the bag of peanuts, hamburgers we count the boat they are served in

**Non-Chargeables-** Non-chargeables are items NOT listed on the stand sheet and not counted

- Example- Mustard, paper towels

**Item#- Desc- Item number & Description-** Identifies the changeable item you are counting

**Trs Unit-** Transfer Unit- How the item is counted

- Example- Hot Dogs are counted per individual hot dog, not by case or package

**Beg Inv-** Beginning Inventory- Ending count from the pervious game- "Leftovers"

**BEFORE Rec-** Before Received- Transfers that occurred before today's game to the stand (delivered between the last game and this one)

**Total Avail-** Total Available- Beg Inv + BEFORE Rec- Total in the stand before the gates open (according to the inventory system)

**Mgr. Adj.-** Manager Adjustment- Any differences in the actual count and the Total Available in the system

**Rec-** Received- DURING the game

**Trs-** Transfers- Given to another stand DURING THE GAME

**Eat-** Eaten- Items eaten by NPO members or employees

**Spl-** Spoiled- Burnt, Expired, Dropped, Cooked Food not sold- anything we cannot eat or sell

**End Inv-** Ending Inventory- Items left in the stand at the end of the game

**Sold-** # of items sold

**\$ Sale Price-** Menu Price of the Item

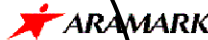
**Reg Reading-** Register Reading- we don't use this here at UT



**\$ Amt-** of items sold X the price of the item = the money collected for that item

# Stand Sheet Cheat Sheet - Before Gates Open

- Count the chargeable items in the stand, the chargeable items are listed on the stand sheet
- See if it matches the number listed in the Total Avail column
  - If the number does not match record the difference in the manager adjust column:
    - Record any adjustments on the over/short report
    - Example: If the total available water on the stand sheet is 47, but you have only counted 45 the manager adjust is -2, if you count 49, it would be +2
  - If the number matches, make a small check mark ✓
- Verify counts with your area supervisor, double checking the manager adjustments
  - The supervisor will sign off on and collect the over short report before the gates open



Component - 0000 - UT CONCESSIONS

Standsheet for GCART-GRILL CART

Date : 07/06/2021

Item# - Desc	TRS UNIT	Beg Inv	BEFORE Rec	Tot Avail	Mgr. Adj.	DURING				End Inv	\$ Sale Price	Reg Read	\$ Amt	
						Rec	Trs	Eat	Spl					
0115 - CUP 24OZ LEMONADE	CUP	470	0	✓70	0	0	0	0	0	387	83	5.00	0	415.00
0200 - BTL 20OZ COKE (24/C5)	BTL	57	0	57	-1	48	0	3	0	66	35	4.00	0	140.00
0205 - BTL 20OZ DIET COKE	BTL	42	0	42	3	0	0	0	0	13	32	4.00	0	128.00
0210 - BTL 20OZ COKE ZERO	BTL	22	0	22	3	24	0	1	0	23	25	4.00	0	100.00
0215 - BTL 20OZ SPRITE (24/C5)	BTL	13	24	✓37	0	0	0	2	0	8	27	4.00	0	108.00
0220 - BTL 20OZ MELLO YELLO	BTL	32	0	✓32	0	0	0	1	0	22	9	4.00	0	36.00
1200 - BTL 20OZ WATER DASANI	BTL	125	0	125	18	168	0	0	0	75	236	4.00	0	944.00
1205 - BTL LITER WATER (12/C5)	BTL	0	0	0	0	0	0	0	0	0	0	6.00	0	0.00
1201 - BTL OLYMPIC WATER 20	BTL	0	0	0	0	0	0	0	0	0	0	3.00	0	0.00
1206 - BTL OLYMPIC LITER WATER	BTL	0	0	0	0	0	0	0	0	0	0	5.00	0	0.00
1705 - M&M PLAIN 3.14OZ (12/BOX)	EA	37	0	✓37	0	0	0	0	0	31	6	4.00	0	24.00
1710 - M&M PEANUT 3.27OZ	EA	30	0	✓30	0	0	0	0	0	25	5	4.00	0	20.00
1715 - SKITTLES 4OZ (12/BOX)	EA	35	0	✓35	0	0	0	0	0	34	1	4.00	0	4.00
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2402 - BOAT 5# UT	EA	0	0	0	0	0	0	0	0	0	0	8.00	0	0.00
2420 - BOAT 3# UT	EA	189	250	✓39	0	0	0	0	0	75	364	9.00	0	3276.00
2505 - PEANUTS 8OZ (36 /C5)	BAG	14	16	✓50	0	36	0	0	0	57	29	4.00	0	116.00
2702 - CUP 12OZ ICE CREAM	EA	0	0	0	0	0	0	0	0	0	0	6.00	0	0.00

**Over/ Short Report  
(MGR ADJ Column)**

Stand: \_\_\_\_\_  
Date: \_\_\_\_\_

Chargeable Item:	+ OVER	- SHORT

Stand Lead Signature: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_





## Stand Sheet Cheat Sheet- During the Game

DURING			
Rec	Trs	Eat	Spl
0	0	0	0

4. During the game record transfers, meals and spoilage on their respective logs, these totals will be recorded on the stand sheet at the end of the game

- Transfers to and out of the stand go on the transfer log:

- NPO member and Employee Meals go on the Eats Log:

- Waste & Spoilage throughout the game go on the Spoilage log:

**Transfer Log**  
(REC/TRS Columns)

Stand:				
Date:				

Chargable Item:	+ REC		-TRS	
	Quantity	Received From	Quantity	Transferred To
Stand Lead Signature: _____				
Supervisor Signature: _____				

**NPO & Employee Meals**  
(EAT Column)

Stand:				
Date:				

Menu Item:	Name:	Date	Amount											TOTAL	
Hot Dog		1													1
Small Drink		1	1												2
Chicken Tenders			1												1
Stand Lead Signature: _____															
Supervisor Signature: _____															

**Waste & Spoilage Log**  
(SPL Column)

Stand:		
Date:		

Chargable Item:	Total Waste:
Stand Lead Signature: _____	
Supervisor Signature: _____	

# Bartender Bucks

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- Each shift bartenders are entitled to 1 meal and beverages as needed
- Each bartender will get \$14 dollars in “bartender bucks” for football and large events
  - Typically, not used for softball, basketball, baseball, smaller concerts or volleyball
- Should not be accept as payment at bars
- They are to help expedite service at the concession stands
  - Bartenders should not be denied food or water if they are in uniform working the event
  - If you feel like anyone is abusing employee meals, please speak with a supervisor or manager

## Stand Sheet Cheat Sheet – End of the Game



### Standsheet for GCART-GRILL CART

Date : 07/06/2021

Component :- 0000 - UT CONCESSIONS

Event Start datetime : 06/12/2021 7:00:00 PM		Event End datetime : 06/12/2021 11:00:00 PM												
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						Rec	Trs	Eat	Spl					
0115 - CUP 24OZ LEMONADE	CUP	470	0	470	0	0	0	0	0	387	83	5.00	0	415.00

5. Record the total received transfers and transfers out of the stand

6. Record the total Eats

7. Record the total spoilage\*

8. Count the chargeable items in the stand, this is your ending inventory

aramark  
Transfer Log  
(REC/TRS Columns)

Stand: \_\_\_\_\_  
Date: \_\_\_\_\_

Chargeable Item:	+ REC		- TRS	
	Quantity	Received From	Quantity	Transferred To
Stand Lead Signature: _____				
Supervisor Signature: _____				

aramark  
NPO & Employee Meals  
(EAT Column)

Stand: \_\_\_\_\_  
Date: \_\_\_\_\_

Menu Item:	Name:	Quantity		TOTAL
		1	2	
Hot Dog				
Small Drink		1	1	2
Chicken Tenders			1	1
Stand Lead Signature: _____				
Supervisor Signature: _____				

aramark  
Waste & Spoilage Log  
(SPL Column)

Stand: \_\_\_\_\_  
Date: \_\_\_\_\_

Chargeable Item:	Total Waste:
Stand Lead Signature: _____	
Supervisor Signature: _____	

\*Cooked items at the end of the game are spoilage- they cannot be saved to reheat at the next game

## Stand Sheet Cheat Sheet – End of the Game

9. Calculate your sold amount for each item  
 (The amount of items the stand received cash or credit  
 for)

Item# - Desc	TRS UNIT	Beg Inv	BEFORE Rec	Tot Avail	Mgr. Adj.	DURING				End Inv	Sold
						Rec	Trs	Eat	Spl		
0115 - CUP 24OZ LEMONADE	CUP	470	0	470	+/- 0	+ 0	- 0	- 0	- 0	- 387	= 83

Total Available + or - Manager Adjusts + Received – Transfers Out – Eats – Spoils- Ending Inventory = **SOLD**

10. Calculate the \$ Amt (total cash amount sold) for each item

nd Inv	Sold	\$ Sale Price	Reg Read *	\$ Amt
37	83	X 5.00	0	= 415.00

Sold X \$Sale Price = \$ Amt

\* Ignore the Reg Read Column

## Stand Sheet Cheat Sheet – End of the Game



Standsheet for GCART-GRILL CART

Date : 07/06/2021

Component -- 0000 - UT CONCESSIONS

Event Start datetime :		06/12/2021 7:00:00 PM				Event End datetime :		06/12/2021 11:00:00 PM							
Event Type :		30 - COLLEGE BASEBALL				Opponent :		184 - LSU TIGERS							
Items# - Desc	TRS UNIT	Beg Inv	BEFORE Rec	Tot Avail	Mgr. Adj.	DURING				End Inv	Sold	\$ Sale Price	Reg Read	\$ Amt	
						Rec	Trs	Eat	Spl						
0115 - CUP 24OZ LEMONADE	CUP	470	0	470	0	0	0	0	0	387	83	5.00	0	415.00	
0200 - BTL 20OZ COKE (24/CS)	BTL	57	0	57	-1	48	0	3	0	66	36	4.00	0	140.00	
0205 - BTL 20OZ DIET COKE	BTL	42	0	42	3	0	0	0	0	13	32	4.00	0	128.00	
0210 - BTL 20OZ COKE ZERO	BTL	22	0	22	3	24	0	1	0	23	25	4.00	0	100.00	
0215 - BTL 20OZ SPRITE (24/CS)	BTL	13	24	37	0	0	0	2	0	8	27	4.00	0	108.00	
0220 - BTL 20OZ MELLO YELLO	BTL	32	0	32	0	0	0	1	0	22	9	4.00	0	36.00	
1200 - BTL 20OZ WATER DASANI	BTL	125	0	125	18	168	0	0	0	75	236	4.00	0	944.00	
1205 - BTL LITER WATER (12/CS)	BTL	0	0	0	0	0	0	0	0	0	0	5.00	0	0.00	
1201 - BTL OLYMPIC WATER 20	BTL	0	0	0	0	0	0	0	0	0	0	5.00	0	0.00	
1206 - BTL OLYMPIC LITER WATER	BTL	0	0	0	0	0	0	0	0	0	0	5.00	0	0.00	
1705 - M&M PLAIN 3.14OZ (12/BOX)	EA	0	0	0	0	0	0	0	0	0	0	3.14	0	24.00	
1710 - M&M PEANUT 3.27OZ	EA	0	0	0	0	0	0	0	0	0	5	4.00	0	20.00	
1715 - SKITTLE S 4OZ ( 12/BOX)	EA	0	0	0	0	0	0	0	0	0	1	4.00	0	4.00	
1721 - SOUR PATCH KIDS	EA	0	0	0	0	0	0	0	0	0	3	4.00	0	12.00	
2015 - HOT DOG 5X1 7" (100/CS)	EA	0	0	0	0	0	0	0	0	0	231	5.00	0	1155.00	
2402 - BOAT 5# UT	EA	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
2420 - BOAT 3# UT	EA	189	250	439	0	0	0	0	0	75	364	9.00	0	3276.00	
2505 - PEANUTS 8OZ (36 /CS)	BAG	14	36	50	0	36	0	0	0	57	29	4.00	0	116.00	
2702 - CUP 12OZ ICE CREAM	EA	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
<b>Inventory Sold</b>											→				
											→	<b>\$6478</b>			

11. Calculate the total Inventory Sold for the stand. Add the \$ Amt for every item

12. Calculate your total Cash Collected

1- Subtract the Credit Card Tips from the Cash

2- Calculate your total cash collected

Cash Totals + Credit Totals + Coupons – Starting Bank = **Total Cash Collected**

13. Compare your Total Cash Collected to your Inventory Sold

**Ideally the Inventory Sold and the Cash Collected should be the same.**

If you have *more* cash than inventory sold you are OVER

If you have *less* cash than inventory sold you are SHORT

Double check: Math, Ending Counts, all transfers, eats, and spoils are recorded, etc. Start with big value items when looking for errors.

**Always turn in all cash regardless if you are over or short. Stands are rarely over once the stand has been audited.**



# STAND PACKET

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Aside from the stand sheet, there are multiple other forms that must be completed and signed. These include the following:

- **Event Review**- gives important information about the event
- **Cooking projection**- lays out when and how much food should be prepared throughout the course of the event
- **Over/Short**- tracks the overages and shortages by item discrepancy from the opening inventory totals from the stand sheet
- **Employee Meal Report**- tracks what employees ate. These should match “Eat” column on stand sheet
- **Spoilage**- this page tracks the spoilage from each stand. This must match “waste” column on stand sheet
- **Temp Log**- this page tracks food & fridge temps, please complete throughout the day

**Supervisors must SIGN every page of stand packet!**

Questions?

