

SNACK BAR (Opening Procedures)

STEPS

#1 Please arrive at 3:30pm to set up (4:00-8:00pm the store is open).

#2 Go to the main gate of Girsh Park Turf (Phelp's entrance) and if locked use gate code 1-9-8-0.

#3 Immediately turn right towards the hotel. When you arrive at the shed, use code 4-9-5-6-0 to retrieve the key and unlock the shed. Place key back inside lockbox and LOCK shed. DO NOT leave it open.

#4 Once in the shed you will locate the following items (on Right Side Shelf) to bring out to main entrance (Phelps side entrance):

- The Tent & Table should already be set up inside the main gate.
 - 4 Plastic Bins (H2), Food, Cash Box & Signs for Prices)
 - Set up 2 trash cans (one on each side of the turf at the middle line of field). Make sure you put liners in so food items go into BAGS!
 - Grab a few chairs if you would like to sit down.
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#5. Place one item of each product on the front of the table to display what you are selling.

(Closing Procedures)

STEPS

#1 – Unlock the shed, use code 4-9-5-6-0 to retrieve the key and unlock shed. Place key back inside lockbox.

#2 - Pack ALL snacks, making sure items have been stored in **SEALED** plastic bins and SEALED plastic bins boxes. Place back on the right shelf inside the shed.

#3 - Return all Chairs

#4 – Return the tent and Table to the other shed (to the left side of main entrance). Ken will show you where these items go.

#4– Gather the 2 Trash cans and pull all bags. Dump all the trash from these 2 cans into one trash bag, Please be sure to use the GLOVES provided for you in the shed. Put all of the trash from night in the trash can outside the front gate or beside this can. Return both trash cans into the shed.

#5 – Count the cash and write down the total on inventory sheet provided to you in the cash box. Please text the ending dollar amount of the cash for the night to Vicky (805-259-8773) & Laura (805-252-0454).

THANK YOU!!

STEPS FOR MERCHANDISE SALES

If someone said they **ALREADY PURCHASED** an Item then locate this in the BIN marked **PRE-PAID Merchandise**. Steps:

- Hand consumer the bag with Last Name on it
- Ask them to identify that all PREPAID items are in the bag? All items can be verified by what is written on the outside of the bag.
- Then ask them to sign the clipboard noting they received.

If any issues are the wrong size or missing items then they simply need to contact Bryan by email him at

If someone would like to **PURCHASE** any ITEM in person, this **MUST** be complete **ONLINE ONLY**.

- **Absolutely NO Cash, Venmo, Zelle or any other means of sales.**
- **The ONLY method of sales is to follow the below steps.**

#1 Instruct the customer to open the camera feature on their phone.

#2 Have them scan the QR code sign (located on the Merch Table, can't locate? See Steps Opening & Closing Procedures above #4.

#3 Instruct the customer to select items from the SBSC online store on their smart device and PAY for all items online. Once complete, return to the table and present the confirmation of payment & order to VOLUNTEER.

#4 Once VOLUNTEER verifies the purchase then pulls item(s) from bins. VOLUNTEERS need to make sure the purchased size or size(s) are correct (see their phone). They must show you the receipt of payment on their phone.

IF CUSTOMER IS HAVING PROBLEMS USING THEIR PHONE, YOU CAN CHARGE THEM ON THE CLUB PHONE (Code 7272). This phone is always located in the CASH BOX.

#1 Click on the Blue Shopify POS App.

#2 Click on the item(s) they want and add them to the cart, making sure to pay close attention to the size / color specific of each product. Add all items to the cart.

#3 Click the blue icon at the bottom (it will say the number of items selected).

#4 Go to Cart. You'll find and double check all items they chose. Click **CHECK OUT** and manually input credit card information. REMINDER - NO CASH PAYMENTS ARE ALLOWED. ALL PAYMENTS MUST BE RAN THROUGH THE SHOPIFY APP.

THANK YOU!!!

STEPS FOR SNACK BAR SALES

#1 - Use Calculator to add up purchases. Take cash and use appropriate change.

#2 - If a customer does not have cash they can use **VENMO**. See the sign for the Santa Barbara SC Venmo Link..

#3 - Tell customers the total due, and have them send a Venmo payment. Once completed they just need to show you that the payment went through.

Do not provide product until the Venmo proof of payment has been completed.

THANK YOU!!!

