

Running the Blue Jay Snack Bar

SET UP

Have your team meet at the outdoor area by 2:40 p.m. to set up the stand. Mr. Huy will unlock the gate for you.

1. Roll the Blue Jay Snack Bar (BJSB) from the fenced area out to where you plan to set up by door #4
2. Be careful as the wheels don't lock in place.
3. Set up the service table to the side or behind the cart to access your items.
4. Pick up the BJSB Cooler on wheels from the cafeteria.
5. Before you set out your items, wipe down the cart and the table counter tops with the Clorox wipes found with your supply order.
6. Set up the sales table (BJSB) with treats (make sure the price lists are easily seen by your team & your customers) Display one of each of your items on the snack stand counter top so people will know what is being sold that day.
8. When the bell rings get ready to sell with a smile! 😊

SELLING

Each person on your team is responsible for the customers they serve. This means that when you sell an item you must:

1. know the correct price for each item the customer is purchasing
2. collect the money from the customer for the item(s) (making correct change when needed)
3. say thank you to each person who makes a purchase
4. Keep an ongoing tally of what you have sold.

CLEANING UP

When your team is finished selling:

1. Pack up any remaining items in the PTA cooler on wheels.
2. Wipe down the BJSB with another Clorox wipe and roll it back into the fenced area where it is stored.
3. Put the Clorox wipes in the PTA cooler.
4. Make sure you count up the tally sheet and put the PTA money in the enclosed envelope. Put the money and tally sheet together in the cooler before wheeling it back inside to the designated area in the cafeteria.

Good job! Thanks for taking part in the Blue Jay Snack Bar Fundraiser Project. We hope you had fun and made a lot of money for your group!