

Student Store Instructions ( A copy will also be in the store)

There is a key box next to the door for the student store. Code is 1369. You may have to use the clear button before you enter the code. **This key must be placed back at the end of lunch. Main door is always locked so you must have the key to get back in.**

### 1. Opening

- a. Light switch is just inside the door, for the track lights and main light.
- b. Cash box is between the glass displays.
  - i. Follow instructions in the cash box verify money is correct
  - ii. Fill out the daily sale log
- c. Roll up 1 window and push out items.
  - i. To open the roll up gate, you use the same key that opened the door, there are 2 locks, and next to the locks are 2 sliding pins. Unlock the door then slide the pins (they are next to the locks) They go towards the inside when you unlock and outside when locked.
- d. Fill and plug in the coffee urn with water for cup of noodles
- e. There is a sign/QR code with the PSO Venmo acct if students would like to use this to pay for items.
- f. We will take cash (only bills less than \$20), Venmo, Paypal or Check (Made to SMS PSO) or bow bucks
- g. Students pay use bow bucks to pay for items, each 1 bow bucks = a quarter (.25)
  - i. Only .50 in Bow bucks per student per day!!
- h. Restock items as needed from extra stock, cabinets under microwaves
- i. Wipe counters between lunches.
- j. **Close the roll down door about 5 minutes before lunch ends, make sure it's closed between lunches.**

### 2. Other notes

- a. Say no to big buys.. Like 80 dum dums or spending \$20 on small candies. Anything that just seems like too much
- b. No bills over \$20

### 3. End of Lunch

- a. Close roll up windows and make sure they are locked. Lock the door than slide the pins to the outside)
- b. Outgoing shift, count all cash, leave the starting amount in the cash box, and make a deposit into the safe of the amount in excess of the starting amount., fill . out the daily sales log. (safe is in the lower cabinet to the right of the espresso machine)
- c. Fill electric kettle (but make sure it's unplugged)
- d. Sweep and wipe the counters
- e. Take out trash if needed. Trash bags can be placed outside the door or find the custodians to hand them the bag.
- f. Put the key back in the key box, the door should be locked.
- g. Send an email to [SMSStudentstore@gmail.com](mailto:SMSStudentstore@gmail.com) with any items that are out of stock.

### 4. Emergency or immediate issues please call or text Ali Knox 505-350-8987

- a. Do not share this number.

### 5. Sign up to volunteer again 😊 Thanks for Volunteering!

