

Banking / Person In Charge of the Booth

- ALL YOU DO IS BANK and coordinate
- Upon banker /person in charge of booth (PIC) goes to the secondary check in area located at the bottom of the ramp. When entering go to the 1st window on the left; the line to the right is only for alternate uniform sizes or types that you may need.
- In the bin is a grouping of cashier items, grill items, bank items and inventory items; each grouping has what each function area needs with the exception of the paperwork.
- Use the Gillette inventory sheet (they give this to you upon arrival), our bank sheet, spoilage tracker, and meal coupons sheets to keep track of everything.
- On the coat rack there are the drawers for the registers; once the money arrives follow the policies for **money handling**
 - Money arrives by a banker and 2 security guards
 - Verify cash in bank bag matches the starting bank slip.
 - They will bring you deposit slips, money bands, 2 to 3 smaller bags for the 1st few deposits and one small change bag and one large bag for the final deposit.
 - They will tell when they are coming to pick up drops; keep everything in the small fridge near the door.
 - **In each register** and depending on the type of night equally distribute cash and change into each drawer.
 - **For a Revs game** 5 registers, 2 runners, 1 banker and 2 grillers. For the registers; \$25 in ones, \$20 in fives and one roll of quarters.
 - **For concerts and Pats games**, 6 registers (1 for back up), 1 banker, 4 runners, & 3 grillers. For the registers \$50 in ones, \$50 in fives, and 2 rolls of quarters BUT only one open one each.
 - **To sign** into the registers hit log on 500 for the passcode then 500 for the password again; it will come up as beer pourer.
 - Hit Q Nacho **to open each drawer** and pop in the drawers.
 - Pick up tips throughout the night and keep them separate from everything else in the gallon bag supplied in the blue binder.
 - Open the drawers throughout the night watching the time, grab **any bills \$20 or higher and all coupons.**

- Use the **coupon tally sheet** to mark off the employee and designated coupons (be sure to make a check mark on the coupon to know that you already tallied it)
- **Count and tally money** as you go it will be easier for busier events watch the door and close it when making counts.
- **Before the pick up** prepare your deposit count your desired drop and record everything on your drop ticket. Put the money and the white copy of the drop slip (keep the yellow with the coupons) In black sharpie to write your booth number, BMMA and the date on the plastic drop bags.
- For the **final drop** everything goes into the canvas bag. The Gillette Banker will help you along the way ask questions if you need to!

Opening stand ---

- **Ensure everyone signs everything that Gillette gives you for paperwork**
- Set up employee cups, mark with names and review location above sink area for employee drinks.
- Put on uniforms **SAVE BAG** to put dirty uniforms in at end of night
- Review current days event sheet and review with all volunteers (given to you by Gillette at the time of check in)
- Start inventory counts (counts should be occurring while cleaning is being done)

Notes for training/ registers:

- Review cash register including employee pricing
- Go over what sizes of drinks and popcorn being sold, review importance of charging for correct size and for restocking with correct size (REMOVE CAPS FOR CONCERTS AND PATS GAMES)
- Review alcohol laws and liability (25 yr. out of state wrist band needed)
- How to ring Employee meal tickets, raffle tickets and designated driver tickets
- How to properly pour beer
- Importance of reading back order and confirming **before** finishing sale **cannot void a sale**
- Credit card procedures if paying some cash some credit must put cash in first
- Make sure credit card receipt machines are on and have paper
- Go over top 10 safety/food list with all workers; testing buckets and sinks using test strips
- Check register prices and prices on menu to make sure they match