

Opening Shift Procedures

1. Unlock the building. Unlock and open the garage door.
2. Put lights on. Light switch is to the right.
3. Put out the garbage barrels
4. If the flags are not already out, put the pumpkin patch feather flags out in the poles by the driveway entrance on US 1. One is on the south side of the driveway to the left of our pumpkin banner. The other one is on the north side of the driveway.
5. Put out the blanket and pillows for the photo booth.
6. Stage all wagons and wheelbarrows near the patch entrance for customer use.
7. Pull out one table and three chairs and place under the kitchen tarp for the cashier.
8. Plug in lights to the right of the garage door.
9. Put on an apron
10. Make sure to sign-in in the purple notebook. Both youth and adults need to sign in.
11. Cashier Setup:
 - a. Items needed: Donation Jar, Credit Card Machine, Cash Box and a Mobile Phone
 - b. Unplug the credit card machine from the charger
 - c. Make sure you have cell phone service. Download the CheddarUp app and scan the QR code on the Cash Box. You're ready for credit card payments.
 - d. Cash Box: Count your change. There should have \$50 to start. Checks will not be accepted. The deposit slips and envelopes are needed for checkout at the end of the day.
 - e. Every transaction must be recorded on CheddarUp. This means all cash and credit card payments. The donation jar will be counted at the end of the day.
 - f. An adult should always be at the table to keep an eye on the cash box, donation jar and credit card machine.

Closing Down the Pumpkin Patch at the end of each shift

1. Bring in the pumpkin patch feather flags. You can leave the base in the ground. Place both flags on the table in the Knights house.
2. Bring in the garbage barrels. If there is a significant amount of trash, tie up the trash bag and bring it to the dumpster. Replace the garbage bag liner with a new one.
3. Grab the pillow and blanket from the photo booth
4. Pull the table and chairs back inside the knights house.
5. Pull the wheelbarrow and wagons back inside the knights house
6. Unplug the lights.
7. Take off your apron and put it on the chairs so we know it's dirty and needs to be cleaned.
8. Cashier Checkout:
 - a. Count \$50 in small bills (\$1s and \$5s) and leave in the cash box. This is the starting change for the next day. Please send a note/text to Laura Nash @678-642-9169 if the bills are not sufficient to make change for future purchases.
 - b. Count the rest of the cash. Put it in an envelope with a completed deposit slip and label it with **“Payments” and the date.**
 - c. Count the cash in the donation jar. Record it as a donation on the CheddarUp app (bottom of the item list). Put in an envelope with a completed deposit slip and label with **“Donations” and the date.**
 - d. Plug in the credit card machine to charge.
 - e. The 1-2 envelopes must be transferred to Laura Nash, Ryan Nash, Michelle Devoid or Wayne Devoid at the end of the day.
9. Turn off the lights inside the Knights house (do not turn off the spot light outside the knights house)
10. Make sure the side door to the knights house is locked.
11. Shut the garage door. Insert the key in the garage door lock. (The key can go in both ways. If the key doesn't turn try jiggling it. If it doesn't turn, pull out the key and re-insert the other way.) Jiggle it and turn the key all the way to the right to lock it (a half of turn). Turn the handle until it is level and locked. Pull up on the handle to actually make sure it's locked.
12. Call/Text: Laura Nash at 678-642-9169 and Michelle Devoid at 321-576-8413 with sales status. Report any issues encountered during your shift.

Sample Text.

Patch is closed for the night. Building is locked. We need \$1 bills for tomorrow.