

## Job Descriptions

### **Cashier (Adults)**

1. Placed at east end of front counter
2. Have 2 cash registers up and running
3. Cash register tape use can be determined by booster treasurer
4. Large bills/quantities can be placed in a money bag next to registers, but out of the view of all



### **Front Counter (Students)**

1. Placed at west end of front counter
2. Greets people and asks for their orders
3. Fills sacks with donuts (3 dozen and 2 dozen)
4. Obtains coffee for customers
5. Fills coffee when needed
6. As much as possible, sell 1 dozen without sacks
7. With the help of the boxers, move donuts to front counter or side counters



### **Boxers (Students or Adults)**

1. Face glazing station on side of the boxing counter
2. Load donuts in clam
3. Leave on counter for transport to move to bagging area



### **Transport (Students or Adults)**

1. Take boxed donuts from icing area to counter near bagging area.
2. Keep counters as clean as possible

### **Baggers (Students or Adults)**

1. Cool donuts by placing them on tables with fans
2. Rotate donuts so that they cool for approximately 30 minutes
3. Bag donuts (3 dozen in a bag)
4. Place bags in large boxes (52 dozen in a box)
5. Write date and time when boxes are filled
6. SHIFT LEADER – Manage rotation/use of boxes throughout the shift

### **Glazers (Students)**

1. Station glazers help pull donuts off of screen
2. Glaze donuts (once up and back)
3. Use spatula to bring extra glaze to bottom of station and to remove stuck donuts
4. Glaze and place on drying rack
5. Unsellable donuts to trash bins under stations



### **Glaze Mixer (Student or Adult)**

1. Keep station clean by clearing spills and making sure mix doesn't get hard on equipment
2. Icing in small tub
3. Pie plate under beater to catch run off
4. Change plastic every 2 shifts
5. Wash bowl/mixer/beater each shift

#### **Recipe**

Place 3 ½ cups of hot tap water in bowl

Add 18 cups of icing mix

Add ¼ cup of strawberry bits

Mix on level 1 until icing consistency is achieved



### **Dishwasher/Cleaner (Adult)**

1. Wash dishes (remove excess batter/icing, etc. with paper towels before placing in water)
2. Sinks should have: a. hot soapy water (Dawn), b. Clorox rinse (hot water with 2 cupfuls of Clorox) and c. hot rinse water
3. Pick up dropped donuts around glazing and boxing stations
4. Change pastry papers (and racks/pans if needed) in glazing and boxing stations
5. Change full trash cans inside and outside booth (bags can be obtained from school custodians)
6. Place removed trash in designated area (near east ramp)
7. Clean larger messes at mixing station (using scrapers or towels)
8. Sweep up dry mix in weighing station
9. One cleaner can also be used to move donuts to front or greet if needed

### **Hot Donut Mover (Adult)**

1. Carries donuts from the three fryers to the drying rack
2. Carries donuts from the drying rack to the glazing stations (deliver toward the back of the concession stand to avoid boxers)



### **Melter (Adults)**

1. Uses metal hamburger flipper/spatula to cut grease and melt
2. Pie plates under sauce pans to prevent drips
3. 2 sauce pans to help move grease
4. 2 large pans (pizza pans from the cafeteria) to limit mess under sauce/pie pans
5. Glazing station cover in middle of two melters – the vegetable oil brick goes on this
6. Limit drips as much as possible
7. 3M paper under melters (change as needed – at least every 2-3 shifts)
8. Cleaners or greaser can pick up excess grease that falls behind brick and on cabinet
9. 2 ladles to pour grease from melter into sauce pan



**Fryer (Adults – can be graduated seniors who are 18)**

1. Remove crumbles from grease with slotted spoon
2. Wipe down plungers and bowls to eliminate batter clogs
3. Help batter deliverers when loading dropper bowls
4. Clean dropper bowls and grease every 2 shifts
5. Clean fryers (including changing grease) on Friday and Saturday evenings
6. When changing grease – melt grease in melter first. Don't try to melt the bricks of grease in fryers
7. Fryers should be between 370-380 degrees. The temperature will dip down as new grease is added. This should not be a problem.

**Recipe**

Fry donuts a total of 1'50"

Start timer before dropping donuts

Flip donuts at approximately 55"  
Ideal batch of donuts should have approximately 30  
Start dropper near back of fryer. Work to front dropping approximately 5-6 in  
a line before starting a new row.



### **Mixers (Students and Adults)**

1. Open mix and place in tub
2. Weigh 7lbs 8 oz. of mix into bowl (on scale)
3. Add two cups of strawberry bits
4. Compare air temperature vs. water temperature to achieve 78 degree batter
5. Wash bowls every 5-6 batches
6. Clean beaters every shift (grease mixer mechanism/beater before using)
7. Sweep & clean area frequently
8. Recycle mix bags as much as possible
9. Timers should all be in Ziploc bags
10. Change plastic on table each shift (place plastic on additional table and then switch)
11. Trash cans (at least 2) should be in area

12. Hot water/towels also in area to help with large messes
13. Pie pans under beaters to catch extra batte
14. Use spatula to get extra batter off of beaters
15. Deliver batter to fryers as needed

**Recipe**

Place pre-weighed mix in mixing bowl

Pour correct temperature water (adult's responsibility) in bowl

Mix on level 1 for 1'30" (set timer)

Remove bowl and pour batter in batter bowls

Let batter rise for 7'







### **All Workers**

1. Bring hat
2. Don't bring purses/valuables unless you have to
3. Remember to bring a drink with you (markers will be provided to write your name on your drink)
4. Wear old clothes

### **Shift Leaders and Extras**

1. Monitor Trash
2. Make coffee
3. Break down boxes
4. Monitor frying/mixing/glazing/dish washing areas for possible slippery areas.  
Place cardboard or 3M paper on floor as needed
5. General cleaning (counters, tables, etc.)
6. Donuts/trash on floor instead of cans