

ICE CREAM CONFIRMATION PROCEDURES

ADMINISTRATIVE TASKS

Monday

- Meeting with Rich, Anna, Kaili to confirm:
 - Events, staffing, unique details, and prep for seven days ahead through the next Monday
 - Events, staffing, unique details for following seven days
 - Identify training items for specific staff for current and following weeks
- Place ice cream order for Thursday delivery
- Place non-perishables order as needed
- Email staffing requests for following week
- Create training materials if needed

Tuesday

- Confirm staffing requests
- Re-send new staffing requests as needed
- Training checklist items as staff is available

Wednesday

- Verify prep and equipment allocation as needed
- Training checklist items as staff is available

Thursday

- Verify firm staffing schedule for next Mon-Mon
- Create tentative staffing schedule for following week
- Place ice cream order for Monday delivery (if needed)
- Training checklist items as staff is available

Friday

- Re-confirm Friday – Monday staffing and prep
- Confirm drive schedule for Friday – Monday
- Training checklist items as staff is available

Sat – Sun

- Training checklist items as staff is available