

BOE Update

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&
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NIGHT DEPOSIT


Stompin' Grounds
Stompin' GROUNDS
STUDENT RUN
Coffee
Shop
2015
Hello!
NIGHT DEPOSIT


POTENTIAL HOME OF

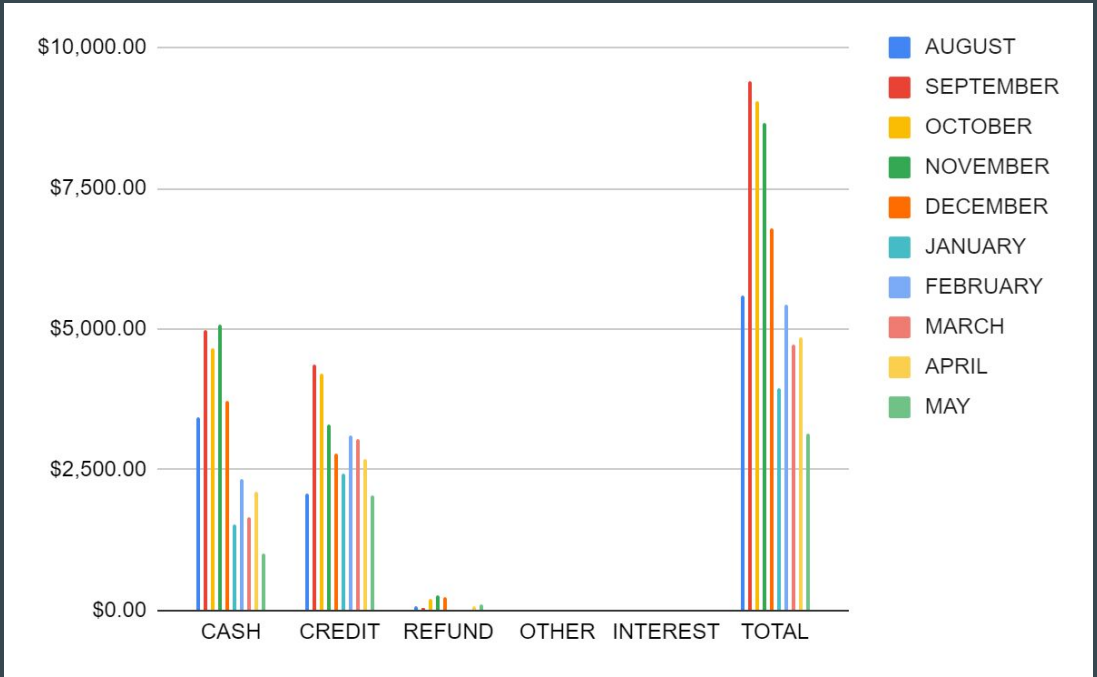

Stompin' Grounds
Stompin' GROUNDS
STUDENT RAN
Coffee
Shop
2015
COFFEE

Last Year
22-23

Abbey - Finance and Ordering

Revenue & Expense Report

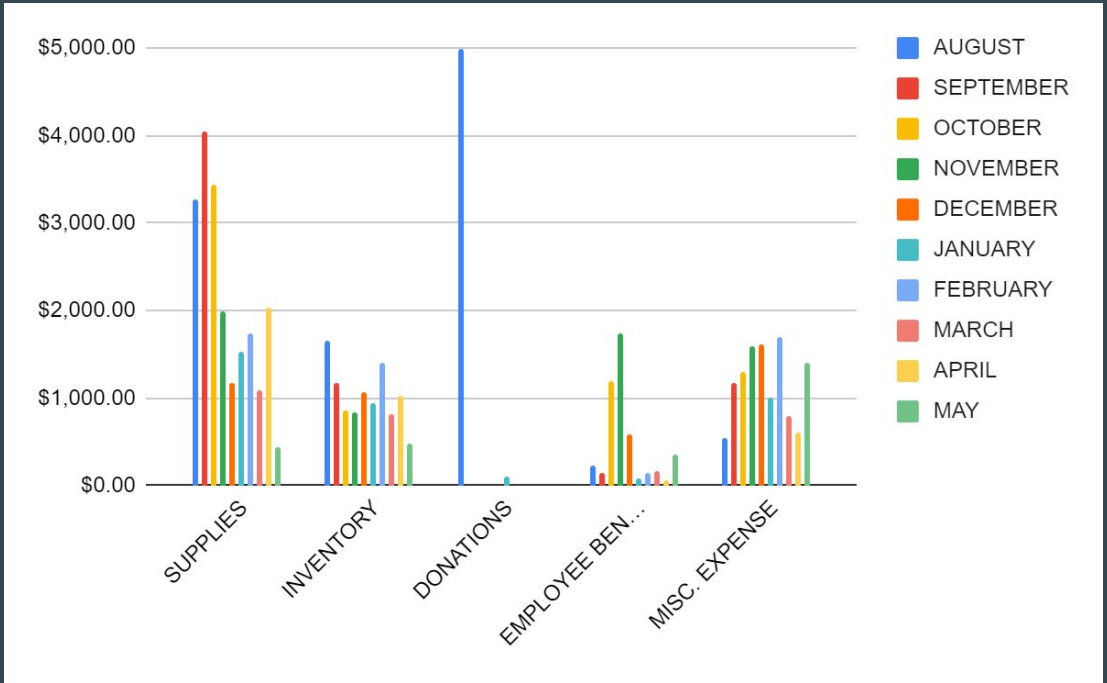
Sales and Revenue



Highlights

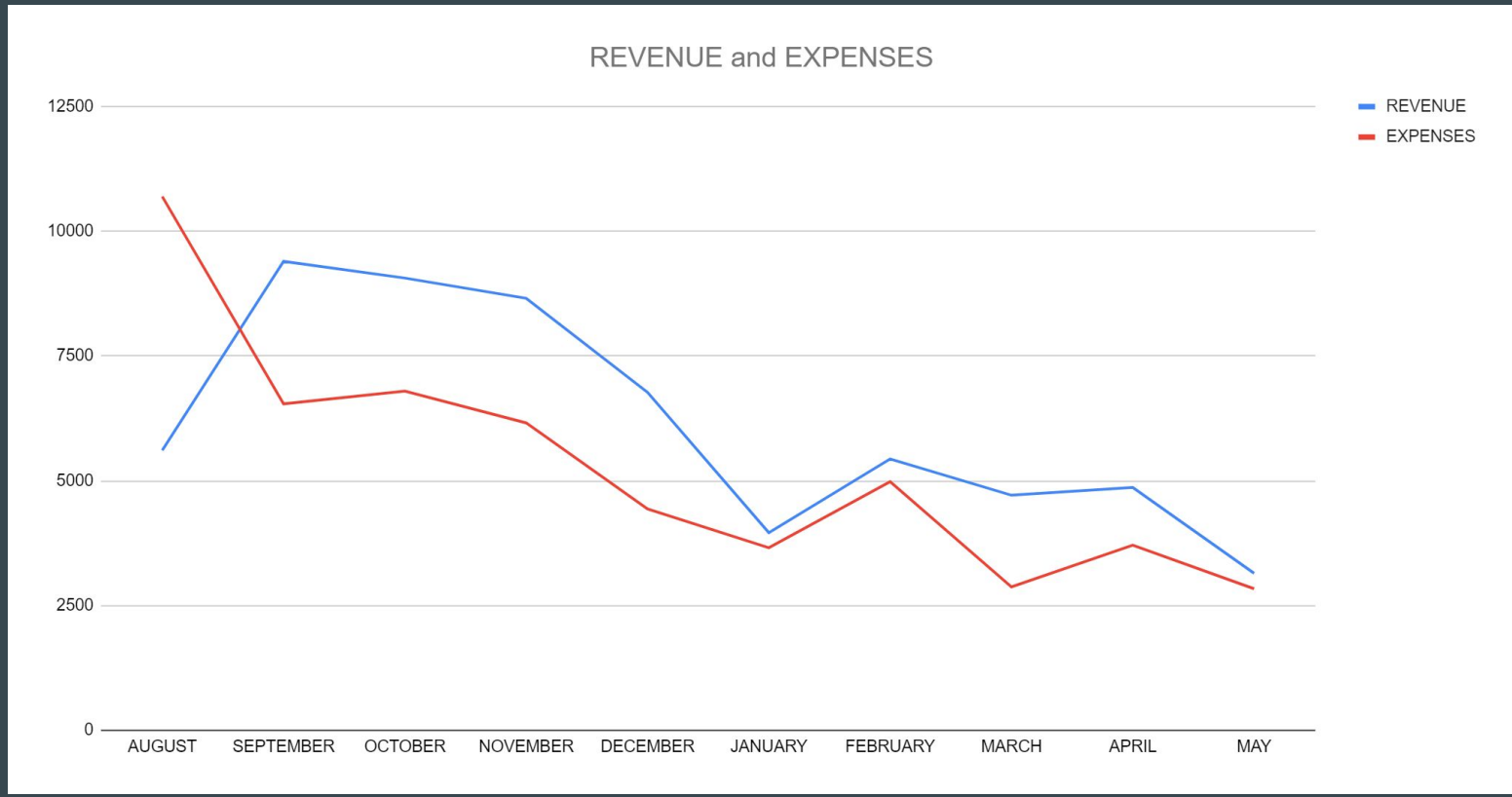
- **Largest Month -** September ($9,399.31)
- **Total Cash -** $30, 510
- **Total Credit -** $30, 079
- **Total Revenue** - $61,640

Expenses



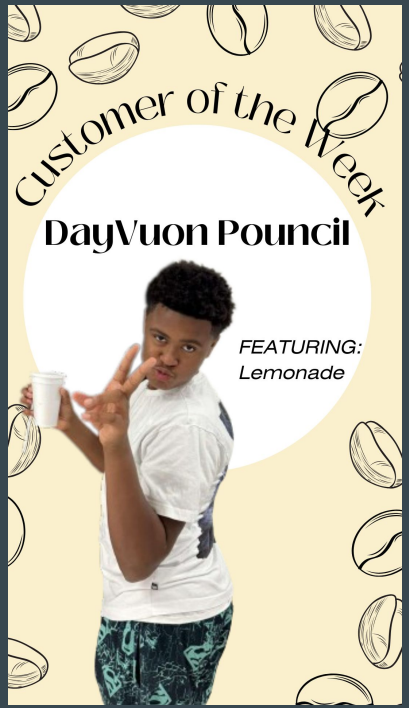
Highlights

- **Employee Benefits -** $4,700
- **Donations -** $5,100
- **Scholarships -** $14,505
- **Discounts** - $4,524
- **Total Expense** - $52,702


REVENUE and EXPENSES
12500
10000
7500
5000
2500
0
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
MARCH
APRIL
MAY
REVENUE
EXPENSES

Lilly - HR





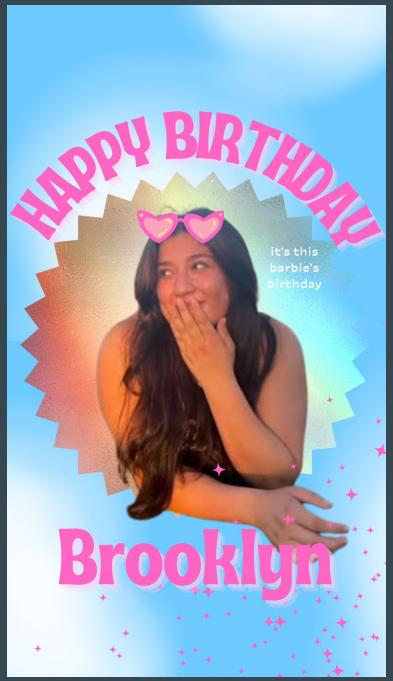




NEW ADDITIONS: Customer of the Week







NEW ADDITIONS: Birthday & Employee of the Month

Mashayla - Product Control

Monthly Specials

September

"Lemon Breeze"
One scoop of sugar free ice cream
Lemonade



October

"Vampire's Blood"
Sugar free caramel and Vanilla syrup
Sugar free strawberry syrup for "blood"

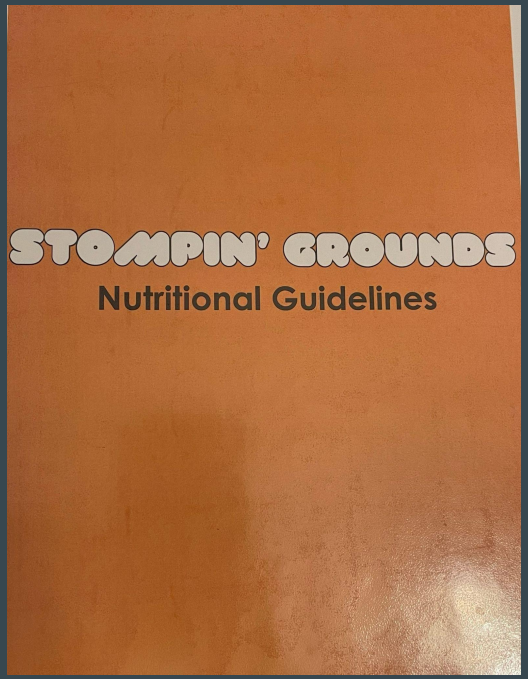


October

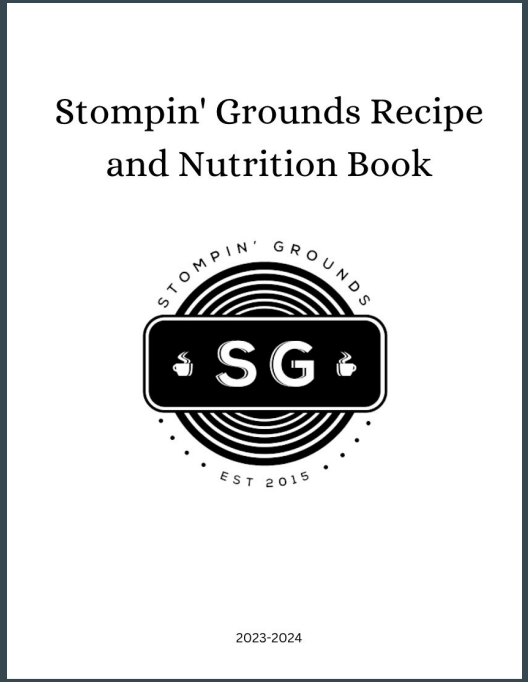
Pumpkin Pie sugar free syrup
Sugar Free Chai



Emily - Operations







Remaking the Stompin' Grounds recipe and nutrition book

Cleaning Schedule for SG

Daily Cleaning Tasks:

- Wipe down all counters and tables with a disinfectant cleaner
- Sweep and mop floors
- Clean and sanitize all equipment, including coffee machines, blenders, and espresso machines
- Clean and sanitize all surfaces that come into contact with drinks and syrups such as the syrup stand
- Empty and clean all trash bins
- Take laundry to the laundry room
- Restock all necessary supplies, such as cups, lids, syrups , and straws

Weekly Cleaning Tasks:

- Clean and sanitize all refrigerators and freezers
- Clean and sanitize all shelving and storage areas
- Clean and sanitize all dishware, utensils, and glassware
- Clean and sanitize all drink prep areas, including sinks and coffee grinder
- Clean lemonade and coffee containers
- Spray down mats outside

Monthly Cleaning Tasks:

- Deep clean all floors, including baseboards and corners
- Deep clean all kitchen equipment, including brewer
- Clean and sanitize all walls
- Clean and sanitize all windows and doors

By maintaining a consistent cleaning schedule, you can ensure that your coffee shop stays clean, safe, and appealing to customers.

Daily cleaning sheet, all tasks must be done before leaving the shop unless otherwise noted, manager will check you out to make sure the task was completed.

Task	Description	
Counters	Using cleaning spray, wipe down all of the counters, including front and back counter, under syrups, table, and carts.	
Restock	If needed, restock all syrups and cups, as well as any other supplies needed for making drinks.	
Floors	Sweep then mop floors. Also responsible for making sure mats are clean and in place.	
Laundry/Trash	Take all the laundry to the laundry room before 4th lunch. Trash also needs to be taken out before 4th lunch.	
Equipment	Using soap, wash out all the blenders. Be sure espresso cups, portafilter, and steamer cups are also washed. Rinse out the espresso machine and make sure the grinder is wiped down.	

Weekly cleaning tasks, these will be done by whichever group is closing on the last day of the school week.

Task	Description	
Mats	Mats must be taken outside and rinsed down.	
Walls	All walls and cabinets must be wiped down, specifically behind blenders and other equipment. Fridge and ice machine need to be cleaned.	
Equipment	Lemonade, ice coffee, and hot coffee pots must be emptied and cleaned with soap.	

Creating a cleaning schedule for the shop

Thank you, Questions?