

SAGE PIZZA SALES INFORMATION

• 10:30-11:00 shift

○ **You are responsible for setting up the table in the North Lobby. The table is on the wall next to the kitchen. Lawanna has the keys in Rm. 140 (The Office of Advancement) for the closet 121. Bring out the bucket of pop (restock if necessary), the plates, napkins, and spatula, and the Pizza Sales sign. The ice is in the freezer of the kitchen.**

○ **The first round of pizzas will arrive from One World Pizza at 10:50. You do not need to pay (They will pay during the second set of pizzas which comes at 11:20).**

• 11:00-11:30 shift

○ **Pay the delivery man/woman \$5 for cheese and \$6 for one topping pizzas. Please pay them the amount they tell you and ALSO ADD A 20% TIP. Take the money right out of the cash box.**

• 1:00-1:30 shift

○ **Drain the bucket of ice in the kitchen sink and put the bucket of pop back in the closet 176A (the keys open the door). Also put the sign, plates, napkins, and spatula back in the closet. Fold up the table and put it on the back wall next to the kitchen. Bring the keys to Lawanna in Rm. 140 (the Office of Advancement) and tell her THANK YOU!**

○ **Please put the pizza bags in the Office of Advancement so I can return them to One World.**

○ **If there is extra pizza, bring it to the staff in the offices and take some home with you! 😊**

• Other info:

○ **If you sell out of pizza early, clean up the table. call or text Marianne at 630-254-6255.**

○ **You can also reach Josh at 708-710-5710.**

○ **The phone number for One World Pizza is 217-344-4000 (Only call them if there are problems and you cannot reach Marianne or Josh).**

○ **Call me if you have any other issues come up!**

○ **Thank you all so much for your help!!**