

MOBILE LOAVES AND FISHES VOLUNTEER SYSTEM

Introduction

Mobile Loaves and Fishes is a volunteer-based organization and our volunteers are the key to meeting our mission of *providing food, clothing, and dignity to our brothers and sisters in need*. We look for volunteers who will serve others face to face in a loving and caring manner. The people we serve are usually homeless or working poor and may have serious hunger, clothing, spiritual, and emotional needs.

Our program is meant to be guilt-free for volunteers. While we do have guidelines, we allow our volunteers the flexibility to choose how and when to serve. If something comes up in the life of our volunteers, there is no problem in canceling a commitment. Our volunteers find this is a transformative experience and they are drawn to come back for new experiences with those they serve, for personal satisfaction, and for team fellowship.

Roles and Responsibilities

Volunteers

The volunteer is the main person serving the needy. He or she should be able to perform the required tasks and be in good health. The volunteer can commit to any team posted by MLF—daily, weekly, or monthly. Most will volunteer on a monthly basis. While the volunteer will be excused if he or she must cancel a commitment, it is recommended that schedules be planned to minimize cancellations. MLF expects volunteers to work on their own following the checklists / instructions (see Appendix) without an MLF employee being present. Parents are responsible for supervising their children to maintain a safe environment.

Minors (under 18 years of age)

Middle School students and younger children serving on teams should be accompanied by a parent or adult in charge who is responsible for supervision. Minors who volunteer on Truck Teams must be accompanied by a parent or serve with a group that has obtained proper authorization (e.g., Boy & Girl Scouts, youth groups). It is the responsibility of the adult in charge to obtain parental authorization as required by the group.

Captains

A team captain is responsible for a group of volunteers working on a specific activity such as Make-Ready Team, Truck Team, or Sandwiches & More Team. The captain will manage the operations of the activity, confirm attendance of team members, notify members of changes in schedule, and add or delete members as appropriate. Needs, changes, and cancellations should be conveyed to the Volunteer Coordinator at the team's MLF location. Captains should communicate regularly with team members.

Make-Ready and Truck Team Captains should communicate with each other about their regular commitment, especially if they need to cancel.

Volunteer Coordinator

The Volunteer Coordinator will schedule and notify members of all volunteer activities. He or she will be responsible for creating the teams to achieve the activities, recruiting new volunteers, adding or deleting members from existing teams, canceling truck runs for special events, and keeping the database current.

Activity Checklist

Most volunteer activities have a checklist of all the tasks to be performed. Every volunteer should be aware of these tasks. Each team captain is required to ensure the team has completed all tasks and to sign the checklist. Make Ready and Truck Team checklists change between hot and cold weather because instructions change regarding the water in the water urns and the propane. Other changes are made as the need arises. **See sample checklists in Appendix.**

Make-Ready Team

It is the responsibility of each Make-Ready Team to prepare all the food, toiletries, clothes, and reading material and load them into the truck. This activity should be completed only when the team is assured that the truck will be going out on the same day. Otherwise, any food products should be stored in the refrigerator for later delivery.

The make-ready team will carefully follow each of the activities in the make-ready checklist at their location. Generally the team will divide into two smaller teams: one making the sandwiches, and one loading the truck. The truck will have certain guidelines concerning propane, water, ice, food placement, and clothing placement.

In case of an accident, there is a first-aid kit on the shelves to the left of the itinerary computer.

Truck Team

The driver of the truck must be licensed, have a clean driving record, and be at least twenty-five years old. The driver may be requested to provide a Department of Motor Vehicles report.

Each truck has six seatbelts. Children requiring a car seat may not ride in the truck. Minors must be accompanied by a parent or be part of an organized group (see “Minors” under “Roles and Responsibilities”). Each Truck Team is required to make an itinerary before beginning their run. A team’s itinerary can only be made on the day of their run. Teams must not go to locations on another team’s itinerary. Truck Teams should make sure there is at least a half tank of gas in the truck at the end of their run. They should carefully follow their checklist.

No weapons of any kind (ie. firearms, mace, knives, etc.) are permitted on truck runs.

In case of an accident on a truck run, collect all important information from other driver(s) and call 911 if it is serious.

In case of mechanical failure at the home location see the Volunteer Coordinator.

In case of mechanical failure while on a truck run try to solve the problem as a team or go to a nearby service station. Jumper cables should be located on the vehicle..

Special Teams

Teams for special activities or ministries are created as the need arises. Some of these may be regular teams, like Sack Lunch and Egg Teams; some may be infrequent, such as Office Help and Truck Washing. All teams will be provided with either checklists or instructions.

Volunteers are expected to perform the duties with a minimal amount of assistance from MLF staff.

MLF Website

A website has been developed as the hub of MLF operations. One section shows personal information on each volunteer. That section also provides a sign-in ID and Password for each member to access the system. Another section of the website is set aside for mapping and itinerary development for truck teams going out to serve the needy. Since there are multiple trucks going out at the same time on most days, it is critical that volunteers are familiar with and use this section.

Each volunteer is responsible for inputting and managing his or her information in the system with their own membership ID and password. Team captains will have access to the website records of the members of his or her team. The Volunteer Coordinator will be responsible for management of the website and will have access to all member information for their location. The Primary Community Administrator will be able to read all files and add or delete members and teams.

Training

The Coordinator will notify all new volunteers of time and location for training in all aspects of working for MLF. Our goal is to be caring, loving, effective and efficient in serving the needy as teams. Training is important to ensure volunteers understand the purpose and methods of each activity. At least one training session is required before a volunteer can participate in any activity.

Certain training will be completed through web-based tutorials. These can be completed at the site or at home at the pace desired by the volunteer.

Feedback

Since volunteers are the front line of MLF, it is important that they share information about the needy and how they are receiving our services. After any activity, they should notify their captain or the administrator of any situation or concern they have about the activity or people involved in it. MLF wants to ensure we are satisfying the needs of the homeless and working poor so it is critical we get timely feedback from the people serving them.

Volunteers may suggest new truck stops. There is a form to fill out giving the information needed to add a stop to the mapping system on the MLF website.

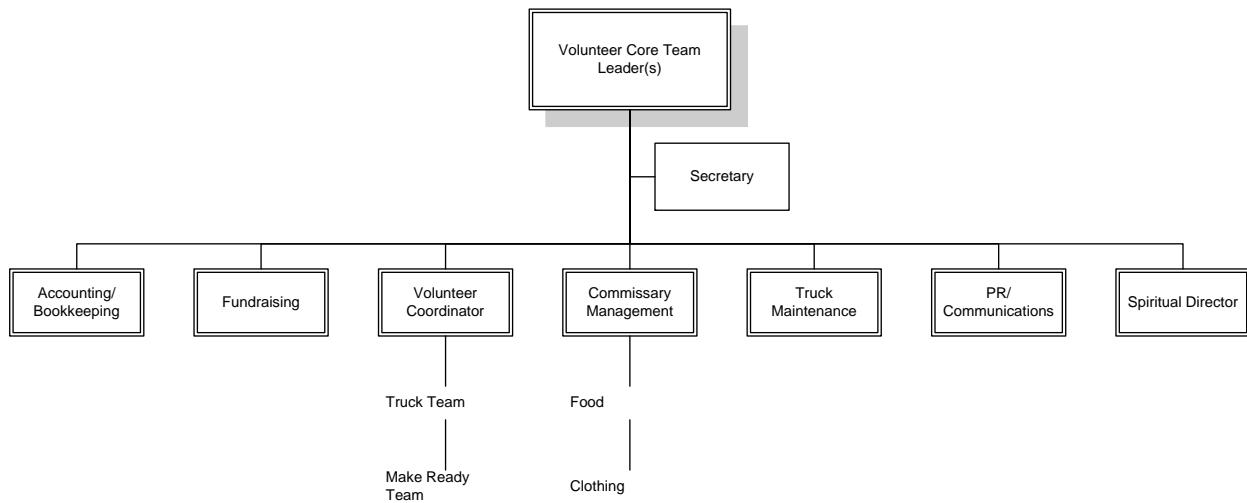
Evaluation

While there is no formal evaluation system for volunteers, it is suggested that they periodically ask their team captain or the Coordinator about their performance. If the captain or Coordinator sees problems in how the volunteer is performing, it is hoped the volunteer will accept their comments and suggestions.

Volunteer Core Team Structure

Philosophy

Mobile Loaves & Fishes believes that the most effective management strategy on a Primary Community level is that of the Volunteer Core Team Structure. This structure is one composed of an entirely volunteer leadership. Although hierachal, it is not dictatorial. It is meant to be collaborative and entrepreneurial. Volunteers dedicated to the mission of MLF are encouraged to take on roles of leadership. The time commitment at the leadership level is significant. Potential leaders need to discern their commitment carefully knowing that a significant number of hours will be dedicated to MLF. When fully operational, an MLF truck will have between 500 to 800 volunteers serving 25,000 meals per year with a truck going out virtually every night of the week with an operating budget in excess of \$50,000. Management of the Primary Community should be outside the jurisdiction of the staff of the local hosting community but unquestionably under the leadership of the pastor. It is recommended that you include a mix of retired or flexible volunteers into your core team to help ease the efforts of those with less flexible schedules. It would be beneficial to pull in talents of all kinds. Initially the core team will meet weekly during startup and tapering to twice per month two months after the truck is planted then to once per month. Sub committees can meet as needed then report to the core team. The organizational chart below is our recommended structure.



Volunteer Core Team Leader(s) – Typically, this role is established early on when the prospective Primary Community is discerning its desire to have MLF in its community. Someone feels the passion of engaging at this level in serving our brothers and sisters in need. This person needs to have a strong collaborative style of leadership. This person would help guide the Primary Community through its discernment process. From initial contact to the point of receiving a truck in their community could take 6 months or longer. Once the truck is planted, the Volunteer Core Team Leader(s) could expect to spend about 15 - 20 hours per week in service for about two months until the ministry is stabilized. It is highly recommended that this role be shared by at least two people. This person will interface with leadership in other Primary Communities in their area as well as interface with MLF leadership in Austin.

Accounting/Bookkeeping – This volunteer position must be internet-literate and familiar with the QuickBooks suite of products. Accounting/bookkeeping background is very important. The person will record all deposits and pay all bills using a server based QuickBooks product. An experienced bookkeeper can expect to spend 5 hours per month on this task. This person will interface with MLF, Inc.’s corporate bookkeeping staff.

Fund Raising – This person will be responsible for implementing the fund raising strategy developed by the core team. Running at a full schedule the person will need to raise at least \$50,000 to \$60,000 per year. The fundraising strategy will need to be well thought out and diverse. MLF, Inc. has developed a sample strategy that can act as a template to help guide the efforts. The strategy will include one large annual fundraising event, perhaps a second collection, direct mail and an end of year appeal. Time commitment will be significant and will vary depending on the stage of implementation of the strategy. Major fundraisers require a major time commitment.

Volunteer Coordinator(s) – This is probably the most intensive management element of the core team. It is recommended that three people fill this role. This team will need to be internet-literate and become very familiar with the MLF Volunteer Management and Mapping System. Much of the work is repetitive. Initially he or she will be responsible for entering in all volunteers into the database, creating teams and adding volunteers to their respective teams. Once team information is inputted, this person will be responsible for record maintenance. Initially he or she will be involved at least 15 hours per week and tapering off to 3 or 4 hours once the operation is up and running smoothly. Training of all Make Ready and Truck teams is part of the responsibilities.

Commissary Management – This person is responsible for maintaining the commissary and ensuring that adequate food supplies are available for each run each week. This person will coordinate with the wholesale food supplier and order food on a weekly basis. Commissary management also includes seeing that all products are laid out ready for the Make Ready team each day. Three hours per week is the anticipated time commitment. As you get into operating on a full schedule you may consider hiring part-time high school help to help preparing the inventory for each Make Ready team.

Truck Maintenance – This person ensures that the truck is being maintained properly. Sometimes this requires a trip to Dallas if anything on the catering bed needs to be worked on. You could consider hiring a responsible contract driver with a clean record to transport the truck to Dallas. This is the least intensive role of all.

PR/Communications – This person will be responsible for all public relations and communications for the core team. Duties may include working with local media to inform them of special activities of MLF. Additionally, this person will be responsible for providing information to MLF, Inc. for its monthly newsletter and also providing material to the Primary Community newsletter, bulletins etc. Estimated time is 3 hours per month.

Spiritual Director – This person is responsible for ensuring every person working at MLF is spiritually strengthened and focused on the fact that we are all working as part of the body of Christ. This director will understand all the roles above and will provide prayerful support and spiritual guidance.

APPENDIX

- 1. Procedures and Guidelines for Employees and Volunteers**
- 2. Safe Practices for Volunteers**
- 3. Parental Consent Form**
- 4. Checklists for Teams**

Mobile Loaves & Fishes, Inc.

General Procedures and Guidelines

for Employees and Volunteers

Mobile Loaves & Fishes mission is:

We provide food, clothing, and dignity to our brothers and sisters in need.

All processes, procedures and guidelines for Mobile Loaves & Fishes are available online at mlfnow.org. Following are some general procedures and guidelines for those involved in this ministry:

Volunteers are the heart and soul of the entire ministry, and all efforts are greatly appreciated.

- All volunteers respect and treat each other and the people we serve with dignity.
- Volunteers are expected to follow standards and codes of ethics found in any traditional workplace.
- Volunteers may not be under the influence of alcohol, drugs or chemical substances when performing their duties with MLF or at the work site or in MLF vehicles. Volunteers must follow recommendations and warnings associated with any prescription medication, while performing duties for MLF, especially in regard to operating machinery or equipment. **NO ONE MAY OPERATE A VEHICLE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.**
- Volunteers may not carry weapons of any kind while serving on an MLF truck run. Weapons include but are not limited to, firearms, mace, and knives. If a disturbance elevates and a volunteer feels threatened, volunteers should immediately get back in the truck, lock the doors and leave the site. Call 911 if you feel it is necessary. All truck team members should support the concerns of the truck member that feels threatened.
- Any minors who go out on the truck must be accompanied by a parent.
- All volunteers must abide by the Safe Practices for Volunteers policy of Mobile Loaves & Fishes.
- Employee and Volunteer operators and drivers of motorized vehicles must have a valid driver's license. Drivers are required to be 25 years of age or older. Please see attached Volunteer Driver Acceptability Matrix. Any driver who falls within the "Prohibited" category is not allowed to drive an MLF truck. MLF has the right at any time to institute a requirement for driver motor vehicle reports.
- All volunteers perform duties within the guidelines of the ministry and outside the auspice of professional roles and titles.

The mission of MLF is to provide food, clothing and dignity to our brothers and sisters in need. Articles of comfort, such as food, clothing and products of hygiene (soap, shampoo, and lotion) are provided when available.

- MLF volunteers may distribute packaged “over the counter” remedies, such as aspirin or Tylenol.
- All remedies and first aid products are distributed to the consumer by the volunteer with the strict expectation the consumer will self-administer the product or any application such as a salve or Band-Aide.
- All products are to be distributed in packaged form, and it is expected the consumer will observe warnings, recommendation and application procedures.
- Any volunteer who encounters a person with a medical, financial, emotional, or special need issue, refer them to **First Call for Help at 211 or other centralized sourcing agency that operates in your community.**
- Any volunteer who observes an emergency, legal, or medical condition that appears to need immediate assistance is encouraged to call Travis County Emergency Response at 911.
- All food preparers must wash their hands and wear food safe gloves prior to the preparation of any food products.
- Volunteer team captains “on the truck” or for “make ready” will be responsible for maintaining communications with their team members and the staff at MLF.
- Team captains act to confirm, coordinate and execute the duties of the team for the delivery of service.
- All truck teams, prior to leaving their respective commissary’s on a run, are required to develop an itinerary on the MLF mapping system found at www.mlfnow.org.
- Team Captains assist volunteers in opening and securing the work site and vehicles, as well as completing any necessary forms and reporting all (necessary) information to the staff or Volunteer Core Team Leaders of MLF.
- All volunteers are encouraged to communicate with each other and the staff and Volunteer Core Team Leaders at MLF through our website at www.mlfnow.org. You can find the listing of MLF corporate staff as well as your individual community leaders by clicking on Who We Are/Locations from the banner on the home page at www.mlfnow.org.

Mobile Loaves & Fishes reserves the right to change the General Procedure and Guidelines for Employees and Volunteers at any time without notice. All changes will be immediately reflected on our website at mlfnow.org by clicking on Who We Are/Administrative Forms

Thank you for your participation in this ministry.

Mobile Loaves & Fishes

Volunteer Driver Acceptability Matrix

		Number of Accidents within Past Five Years					
		0	1	2	3		
Number of Moving Violations Within Past Five Years	0	Clear	Acceptable	Borderline	Prohibited	Prohibited	
	1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited	
	2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited	
	3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited	
	4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	
	5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	

Prohibited - MLF prohibits drivers from driving company vehicles or using personal vehicle for MLF purposes.

SAFE PRACTICES FOR VOLUNTEERS

MLF wants to eliminate opportunities for abuse of youth and clients within our program. We recommend the following policies for their protection:

- Two-deep supervision. Two adult leaders are required on all MLF outings, set up teams and special projects.
- No one-on-one contact. No one-on-one contact between volunteers and youth members or clients.
- Respect privacy. Volunteers must respect the privacy of our clients in private situations and intrude only to the extent that health or safety require.
- Appropriate attire. Proper clothing for MLF outings set up teams and special projects are required. For example, women volunteers should be aware that most of our clients are single men.
- No weapons of any kind. When serving and volunteering and serving with MLF, no weapons of any kind are permitted. Weapons include but are not limited to, firearms, mace, and knives.
- Leader training and supervision. Team leaders for MLF outings, set up teams and special projects are encouraged to participate and attend ethics and integrity training. Team leaders are also asked to know who is on their team and their suitability for participation in MLF.
- Church Community Requirements. Adult volunteers will comply with the policies and procedures of their individual church communities in regards to them interacting with children and vulnerable adults.

Any questions or concerns should be reported to Alan Graham, President of Mobile Loaves and Fishes, Inc. or to the Mobile Loaves & Fishes Board of Directors.



Mobile Loaves & Fishes , Inc.

Parental Consent & Liability Waiver Form

Event _____

Participant's Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Date of Birth _____

I (we) the undersigned parent(s), legal guardian(s) of _____, a minor, do hereby release, hold harmless and discharge Mobile Loaves & Fishes, Inc, its staff and volunteers from any and all liability, claim, loss, damage, cost or expense arising from my (our) child's participation in this event. I waive such claims against the organization or any such person, arising directly or indirectly from or attributable in any legal way, to any action or omission to act of any such organization or person in connection with execution of this event. I (we) authorize treatment of my (our) child by a licensed medical physician or licensed medical team in case of any accident or illness that may so arise, or any hospitalization necessary. This consent form will remain effective en route to, during and en route from the event site(s) listed at the top of this form.

I (we) the undersigned parent(s), legal guardian(s) of _____, a minor give permission for my (our) child to participate in all activities offered during this event. I (we) are aware that there are inherent risks involved in participating in this event. I understand that all participation in this program is by choice.

Guardian Name _____

Relationship _____

Telephone: Home _____ Work (_____) _____

Doctor's Name _____ Telephone _____

Health Plan Carrier _____ Policy Number _____

Hospital Preference _____

Signature of parent or legal guardian

Date

MOBILE LOAVES & FISHES

TRUCK TEAM CHECKLIST

For cold weather

Team # _____ Date _____

Truck # _____ Key# _____

Captain _____

<input checked="" type="checkbox"/>	TASK
	Check truck to make sure your make ready team completed their task. Close the truck flaps
	Check for gas; Make sure you have at least 1/2 of a tank; if not, you may fill the tank at the Phillips at the corner of Westlake Drive & Redbud Trail or the Chevron on Bee Caves Rd. near Mopac; we have an account at each station, so all you have to do is sign the ticket and put the receipt on your clipboard. Donations are appreciated. Hold the nozzle and slowly fill the tank. On Truck # 1 use the front tank only. Be sure to replace gas cap
	Check for any special notes or instructions for your team
	It is mandatory that each and every team complete a trip itinerary ; Go to our website www.mobileloavesandfishes.org , log in, go to maps, and follow instructions to complete a truck itinerary. You can make your itinerary at MLF on the computer near the ice machine. Be sure to save your itinerary.
	Assemble team and pray for all those that you will serve
	Upon return, park the truck with the food side toward the roll up door to ease stocking the truck
	Take all food products off truck, if any; Place any perishable items in the refrigerator in the kitchen; Place non perishable (candy , mustard, mayonnaise, cookies, chips, etc.) on your team's staging shelf by roll up door
	Take toiletries off truck
	Remove ice from ice bin in truck and put it under the truck
	Empty waste receptacle on truck into gray trash can opposite rolling door and close lid securely.
	Remove butcher paper from shelves
	Wipe down truck with Clorox Wipes. Wipe along the back of the rim of each shelf
	Make sure all truck lights are off in each serving area (they do not always shut off when you close the door, this is how the battery is usually drained); Check headlights and interior lights too
	Leave the pilot light on, but be sure the heater bar is off. Turn the little knob in the back so the white line is vertical and look to see that the pilot light is on. Fill both tanks with water to the blue tape; this is very important.
	Write down info and prayer requests in truck log book
	Lock truck
	Return keys to clip board
	Turn off all building lights
	Close & lock doors to building
	Notes to Truck Team:

2/12/04

Please respect the stewardship of our supplies and only take the items that have been placed on your truck. **DO NOT** take any supplies or clothing from the shelves.

MOBILE LOAVES & FISHES

TRUCK TEAM CHECKLIST

For Hot Weather

Team # _____ Date _____

Truck # _____ Key# _____

Captain _____

✓	TASK
	Check truck to make sure your make ready team completed their task. Close the truck flaps
	Check for gas; Make sure you have at least 1/2 of a tank; if not, follow instructions from your individual community for filling the gas tank; Be sure to replace gas cap
	Check for any special notes or instructions for your team
	It is mandatory that each and every team complete a trip itinerary; Go to mobileloavesandfishes.org and follow instructions to complete a truck itinerary
	Assemble team and pray for all those that you will serve
	Upon return, park the truck with the food side toward the roll up door to ease stocking the truck
	Drain water from both urns and leave spigots in the open position.
	Take all food products off truck, if any; Place any perishable items in the refrigerator in the kitchen; Place non perishable (<u>candy</u> , mustard, mayonnaise, cookies, chips, etc.) on your team's staging shelf by roll up door
	Put bins of toiletries on your team's staging shelf
	Remove ice from ice bin in truck
	Empty waste receptacle on truck
	Wipe down truck with Clorox Wipes
	Make sure all truck lights are off in each serving area (they do not always shut off when you close the door, this is how the battery is usually drained); Check headlights and interior lights too
	If you used the oven, turn off the pilot light and the propane at the oven and at the side of the truck.
	Write down info and prayer requests in truck log book
	Lock truck
	Return keys to clip board
	Turn off all building lights
	Close & lock doors to building
	Notes to Truck Team:

Please respect the stewardship of our supplies and only take the items that have been placed on your truck. **DO NOT** take any supplies or clothing from the shelves.

MOBILE LOAVES & FISHES

MAKE READY CHECKLIST

For Cold Weather

Team # _____ Date _____

Truck # _____ Key# _____

Captain

✓	TASK
	TURN THE HEATER BAR “ON” IN THE REAR OF THE TRUCK BELOW THE WATER URN; There should be water in both urns (up to the blue fill line) and the pilot light should have been left on. It takes a long time to heat the water for coffee
	Start the truck engine. Charge the battery if necessary. The battery charger is in front of the walk-in refrigerator.
	All team members must wash their hands
	Cover all work surfaces, include the metal work tables with butcher paper (paper located under main metal work table)
	Use butcher paper to cover the two (2) shelves of the truck where the sandwiches and fruit are placed
	Gloves must be worn at ALL times by individuals preparing sandwiches
	Prepare 75 hearty meat & cheese sandwiches (3 slices of meat, 1 slice of cheese)
	Place the meat sandwiches in crates for transport to the truck
	Prepare 60 hearty peanut butter and jelly sandwiches
	Place the peanut butter and jelly sandwiches in separate crate for transport; Take both sandwiches to staging shelf to be put on truck
	Rinse all utensils used by hand. Put in dishwasher. Add soap to dishwasher and turn on.
	Store all left over jelly in large zip lock bag and place in the refrigerator
	Store all left over peanut butter in original tubs on the shelf; DO NOT the refrigerate (makes it too difficult to spread) Wipe the outside of the tubs
	Wash the empty jelly cans; Put clean cans in the recycle bin
	Wipe the empty peanut butter tubs with a paper towel; Wash the tub; Put clean tub in the recycle bin
	Wipe all counters with the Clorox Wipes (located on the shelves in kitchen)
	Wipe the SIDES of the work table with Clorox Wipes
	Wipe the refrigerator, especially the handles with Clorox Wipes
	Put the trash bag from the Prep Area in the dumpster. Close the lids of the dumpster.
	Place a fresh trash bag in can in Prep Area
	Wipe the trash can lid with Clorox Wipes
	Mop floor in Prep Area (water only)
	Rinse mop; Ring out all water from mop; Hang mop over sink in janitor’s closet so it will dry and leave bucket in closet
	Fill yellow trash can marked “Ice Only” to $\frac{1}{2}$ below blue line. Do not leave ice scoops in the ice bin.
	Get milk (located in the refrigerator in the kitchen; If you do not see it there look in the walk-in) and juice (located in the walk-in refrigerator with your Team # on it) and put in bin in truck. Cover drinks with a layer of ice.
	Get eggs from the refrigerator in the kitchen with your team # on them. Put them on the ice with the drinks

	Get sandwiches and neatly stack on truck on shelves closest to the ice; Keep meat sandwiches separate from the peanut butter sandwiches; Sandwiches should be placed vertically on the shelf to keep the sandwiches from falling off the shelf on a moving truck
	Get fruit (located in refrigerator in kitchen; If you do not see it, look in the walk-in; Look for the sign with your team # on it; Only 60 pieces of fruit are used to prevent waste) and place on shelf in truck close to the sandwiches
	Get additional supplies from the staging shelf with your team # (Team label is above the shelf); DO NOT USE ANY OTHER SUPPLIES , as inventory ordering is based on the teams scheduled
	Arrange all supplies in a neat and appealing order on the truck
	Close doors to truck
	Stack all empty milk crates on wall by the walk-in refrigerator; Green collapsible crates go in the kitchen next to the recycle bin
	Flatten cardboard boxes and put in dumpster. Close lids of dumpster.
	Stack all team signs on the empty staging shelf marked with your team number
	Pray with team members for the truck team and all that they will serve and for any other needs of the teams
	Turn off all lights in building
	Notes to Make Ready Team:
	Suggestions or Problems:

- All items necessary for Make Ready are found in the kitchen shelves, dishwasher, and the staging shelf assigned to your team.
- Supplies for the truck usually include the following based on availability and stock on the truck; **Do not take supplies** from any other location than your designated team area;

75 chips	10 shampoos
75 cookies	10 soaps
Assorted candy	10 rosaries
24 socks	Bibles
100 cups	10 razors
100 T-shirt bags	10 combs
Assorted prayer cards	Clothing (only if provided)
Mayonnaise/Mustard	Coffee & supplies in cold weather

MOBILE LOAVES & FISHES

MAKE READY CHECKLIST

For Hot Weather

Team # _____ Date _____

Truck # _____ Key# _____

Captain

<input checked="" type="checkbox"/>	TASK
	All team members must wash their hands
	Cover all work surfaces, include the metal work tables with butcher paper (paper located under main metal work table)
	Gloves must be worn at ALL times by individuals preparing sandwiches
	Prepare 75 hearty meat & cheese sandwiches (3 slices of meat, 1 slice of cheese)
	Place the meat sandwiches in crates for transport to the truck
	Prepare 75 hearty peanut butter and jelly sandwiches
	Place the peanut butter and jelly sandwiches in separate crate for transport; Take both sandwiches to staging shelf to be put on truck
	Rinse all utensils used by hand. Put in dishwasher. Add soap to dishwasher and turn on.
	Store all left over jelly in large zip lock bag and place in the refrigerator
	Store all left over peanut butter in original tubs on the shelf NOT in the refrigerator (makes it too difficult to spread)
	Wipe all counters with the Clorox Wipes (located on the shelves in kitchen)
	Wipe the SIDES of the work table with Clorox Wipes
	Wipe the refrigerator, especially the handles with Clorox Wipes
	Take out the trash in the trash can in the Prep Area
	Place a fresh trash bag in can in Prep Area
	Mop floor in Prep Area
	Rinse mop; Ring out all water from mop; Hang mop on hooks in janitor's closet and leave bucket in closet
	Fill water urn of truck $\frac{1}{2}$ full of ice or full in very hot weather.
	Turn on the water hose (located outside by the trucks); Must run water to allow the unpleasant "hose" taste to dissipate before filling the water urn of the truck; Fill BOTH urns ; Make sure you turn off the water and put the hose back on the hose reel
	Fill yellow trash can marked "Ice Only" $\frac{3}{4}$ full of ice
	Place $\frac{1}{2}$ of ice into the ice bin on truck
	Get milk (located in the refrigerator in the kitchen) and juice (located on the staging shelf by the roll up door) and put on ice in truck
	Cover drinks with remaining ice; Use your own judgment if additional ice is needed due to severe heat
	Get sandwiches and stack on truck on shelves closest to the ice; Keep meat sandwiches separate from the peanut butter sandwiches; Sandwiches should be placed vertically on the shelf to keep the sandwiches from falling off the shelf on a moving truck
	Get fruit (located in refrigerator in kitchen; Look for the sign with your team # on it; Only 60 pieces of fruit are used to prevent waste) and place on shelf in truck close to the sandwiches
	Get additional supplies from the staging shelf with your team #; DO NOT USE ANY OTHER SUPPLIES, as inventory ordering is based on the teams scheduled
	Arrange all supplies in a neat and appealing order on the truck

	Close doors to truck
	Stack all empty crates on wall by the walk in cooler
	Stack all team signs on the empty staging shelf marked with your team number
	Pray with team members for the truck team and all that they will serve and for any other needs of the teams
	Turn off all lights in building
	Notes to Make Ready Team:
	Suggestions or Problems:

- All items necessary for Make Ready are found in the kitchen shelves, dishwasher, and the staging shelf assigned to your team.
- Supplies for the truck usually include the following based on availability and stock on the truck; **Do not take supplies** from any other location than your designated team area;

75 chips	10 shampoos
75 cookies	10 soaps
Assorted candy	10 rosaries
24 socks	5 Bibles
125 cups	10 razors
125 T-shirt bags	10 combs
Assorted prayer cards	Clothing (only if provided)
Mayonnaise/Mustard	