

# MOBILE LOAVES & FISHES

MAKE READY CHECKLIST  
FOR HOT WEATHER

Team # \_\_\_\_\_ Date \_\_\_\_\_

Truck # \_\_\_\_\_ Key # \_\_\_\_\_

Captain \_\_\_\_\_

✓	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)
	<b>Use butcher paper to cover two (2) of the truck shelves where the sandwiches and fruit are placed.</b>
	Gloves must be worn at ALL times by individuals preparing sandwiches
	<b>Wheel bread cart from the walk-in refrigerator; Use bread as needed; <u>Return all bread to bread cart and return cart to walk-in refrigerator</u></b>
	Prepare <b>75</b> hearty meat & cheese sandwiches (3 slices of meat, 1 slice of cheese)
	Place the meat sandwiches in crates for transport to the truck
	Prepare <b>60</b> 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.
	<b>Store all left over jelly in large zip lock bag and place in the refrigerator</b>
	Store all left over peanut butter in original tubs on the shelf NOT in the refrigerator (makes it too difficult to spread) Wipe the outside of the tubs
	Wash the empty jelly cans; Put clean cans in the recycle bin or trash bin
	Wipe all counters with the Clorox Wipes or disinfectant spray cleaner(located on the shelves in kitchen)
	Wipe the <b>SIDES</b> of the work table with Clorox Wipes or disinfectant spray cleaner
	Wipe the refrigerator, especially the <b>handles</b> with Clorox Wipes or disinfectant spray cleaner
	Break down & flatten all boxes; Take to dumpster
	Put the trash bag from the Prep Area in the dumpster. <b>Close the lids of the dumpster.</b>
	Place a fresh trash bag in can in Prep Area
	Wipe the trash can lid with Clorox Wipes or spray cleaner
	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
	<b>Fill a gray tub with ice and put the ice in the large round water urn. Do not leave ice scoops in the ice bin.</b>
	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; <b>Fill BOTH urns</b> ; Make sure you turn off the water and put the hose back on the hose reel
	Get juice (drinks are mixed in one container only and are located in the refrigerator in the kitchen; If you do not see it there look in the walk-in refrigerator). <b>Put the juice in a gray tub and cover with ice then put the tub in the bin in the truck.</b>
	Get eggs from the refrigerator in the kitchen with your Team # on them. Put them on top of the ice in the bin with milk & juice. Use a 2 <sup>nd</sup> gray tub if necessary.

	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 # ( <b>Team label is above the shelf</b> ); <b>DO NOT USE ANY OTHER SUPPLIES</b> , as inventory ordering is based on the teams scheduled
	Arrange all supplies in a neat and appealing order on the truck
	Close & lock 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 them in the dumpster. <b>Close lids of dumpster.</b>
	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; Close & lock any doors that you used
	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;

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