

# MOBILE LOAVES & FISHES

MAKE READY CHECKLIST  
FOR COLD WEATHER

Team # _____	Date _____
Truck # _____	Key # _____
Captain _____	

✓	TASK
	<b>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</b>
	<b>Start the truck engine. Charge the battery if necessary. The battery charger is in front of the walk-in refrigerator.</b>
	All team members must wash their hands
	<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>
	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 the two (2) shelves of the truck where the sandwiches and fruit are placed</b>
	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.
	<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; DO NOT 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
	Cut up and bag sweet breads or pastries into individual servings if they are available. Replace cookies with the number of individual bags you have.
	Wipe all counters with spray Clorox and paper towels (located on the shelves in kitchen)
	Wipe the <b>SIDES</b> of the work table with spray Clorox and paper towels
	Wipe the refrigerator, especially the <b>handles</b> with spray Clorox and paper towels
	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 spray Clorox and paper towels
	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
	Get milk & juice (drinks are mixed in one container only and it is located in the refrigerator in the kitchen; If you do not see it there, look in the walk-in refrigerator-it should be marked with your team #). <b>Put the juice &amp; milk in two gray tubs and cover with ice then put the tubs in the bin</b>

	in the truck. <b>Do not leave ice scoops in the ice machine.</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 the milk & juice.
	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 <b>above</b> the shelf); <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 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. <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
	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
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