

MOBILE LOAVES & FISHES

TRUCK TEAM CHECKLIST FOR COLD WEATHER

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

✓	TASK
	Check truck to make sure your make ready team completed their task. Be sure the cartons of hard-boiled eggs are on the ice.
	Close and lock 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 Dr. & 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.mlfnw.org , log in, go to MLFTracker, go to map, go to Austin map, and follow instructions to complete a truck itinerary. You can make your itinerary at MLF on the computer near the ice machine, but you must log on. 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
	Put bins of toiletries on your team's staging shelf
	Remove ice from gray tubs and put it under the truck. Wipe the tubs and put them in front of the ice machine.
	Fold and arrange clothing on clothing side of 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 spray Clorox & paper towels. 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
	If you used the oven, turn off the heater bar and the pilot light.
	Water urns: Fill both tanks with water to the blue tape; this is very important. 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.
	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.