

MAKE READY INSTRUCTIONS

SANDWICHES:

- Use utensils in small bin on bottom wall shelf
- When all sandwiches are bagged, place them in their labeled grey bins and place bins on labeled shelf in fridge.

Turkey & Cheese:

- Lay out bread on butcher paper over prep areas
- Use one slice of cheese and two slices of turkey per sandwich
- Use four entire loaves of bread plus whatever is needed from one more bag. Do not throw away heel pieces, use them!

Peanut Butter & Jelly

- Take jelly out of fridge and let thaw before using
- PB&J can be trickier than turkey & cheese so use whatever method works for your team as long as you use butcher paper on the prep area
- Use another four loaves of bread plus the remaining slices (including the heel) from the bag leftover from turkey & cheese

OTHER FOOD:

- Count out 20 apples and 55 oranges. Place them in their labeled bins and place the bins on their labeled shelf in fridge.
- Count out 100 Oreo packs, place in bin and fridge.
- Count out 50 milk cartons, place in bin and fridge.
- Count out 48 apple juices, place in bin and fridge.
- *Ensure that donated Sweet Treats and egg cartons are in their places for the Truck Teams to find.

*availability dependent on donations

*DONATIONS:

- Take one of the rolling carts from the kitchen area and take it to the elevator in the atrium; go to floor #3.
- Take a left out of the elevator on floor #3 and go toward the glass double doors, take a right down that hallway.
- Past the first classrooms is a double door closet on the left-hand side of the hallway. It should be unlocked.
- From that closet, load one large, clear bag onto the cart as well as three bags of toiletries. If less than three remain, just take the what is left.

CHECKLIST:

To be Placed in Fridge:

- 50 turkey and cheese
- 50 peanut butter and jelly
- 50 milk cartons
- 48 juice containers
- 20 apples
- 55 oranges
- 100 cookies
- *Donated Sweet Treats
- *Donated boiled eggs

To be Placed on Truck:

- 6 English Bibles
- 6 Spanish Bibles
- 100 bags of chips
- *Donated toiletries: 3 bags
- *Donated clothes: 1 large bag
 - Lay on clothing side based on shelving labels
- Winter only: hot cocoa, instant coffee, stir sticks

*availability dependent on donations

CLEAN UP:

- Wash thoroughly, dry, and return to small bin when done
- Use Clorox wipe to clean off any leftover crumbs, jelly, peanut butter, etc. from any surface used. Rats are not our friends. 😊
- Recycling: flatten cardboard boxes and stack neatly behind trash can in the kitchen
- Trash: all trash including gloves, butcher paper, empty containers, trash bag from clothes donation, Clorox wipes, etc. should all be cleaned up and thrown away in kitchen trash can
- Keys should be returned to lock box behind the hallway and code should be scrambled

KEYS:

- Key box is placed behind the door.
- Place your personal keys in the box before taking truck keys
- Donations Closet containing bags of clothes and toiletries remains unlocked
- **WHEN DONE:** close hook of lock **and** scramble the numbers to seal the lock closed

REMEMBER:

- Place clean butcher paper on the two food shelves on truck
- Check on truck's napkin stock on food side above bibles
- Check on Truck's plastic bag stock on food side right wall
- **DO NOT LEAVE FOOD OUT ON PREP COUNTER**
- If you need anything, call MLF Coordinator, Sarah Bruns, at (404)422-6269

*availability dependent on donations