

TRUCK TEAM INSTRUCTIONS

When You Arrive:

- The code to enter Building A and the alarm code can be given to you by the MLF Coordinator.
- The commissary is down the first right-hand hallway off of the atrium on the right side. Just past the small metal garage-type door, are two wooden doors, the second goes directly into the commissary.

Keys:

You will need to get truck keys from the box behind the door. Make sure that the truck is parked close to the building before taking food out to the truck.

Checklist:

Grey tubs containing food for truck are in stainless steel fridges.

To be Placed in Back of Truck:

- 50 turkey and cheese sandwiches
- 50 peanut butter and jelly sandwiches

To be Placed on Food Side of Truck (Passenger Side):

- 50 milk cartons (add ice to bin before loading)
- 48 juice containers (add ice to bin before loading)
- 20 apples
- 55 oranges
- 100 cookies
- *Donated Sweet Treats in bin on wall
- *Donated boiled eggs labeled by day (place in bin over ice)

*availability dependent on donations

THINGS TO REMEMBER:

- ALL food, drinks, clothing, and toiletries must be given out before returning the truck to the church
- Return the truck with at least ½ of a tank of gas; place receipts in the pouch of the glove compartment
- Do not back the truck into the parking spots at the church
- Do not park the truck next to a curb (makes Make Ready hard)
- Saturday Truck Teams must park in side parking lot after Run

WINTER TRUCK RUNS:

- Fill water reservoir using the water key and hose stored on truck
- Ensure styrofoam cups are stocked