Date:_____

| Delivery Van/Order Pickup Checklist | |
|---|---|
| **Task** | **Initials** |
| Park the van at the commissary pick-up dock (Trunk facing loading dock) | |
| Retrieve a copy of all purchase orders for today's service kitchens drop offs | |
| Review all items with the kitchen supervisor on the purchase order sheet | |
| Help the supervisor load items onto the truck while organizing the items by kitchen location delivery | |
| Check off all items off with a pen on the purchase order while loading the items | |
| Perform a final review of all purchase orders and loaded items with the supervisor | |
| Firmly shut and lock that van's cooler doors. Check the doors to ensure they are properly locked | |
| Take the purchase order with you the driver's seat and turn on the van | |
| If the van is low on gas, fill up the gas using the gas cash stock and keep the receipt | |
| Proceed to the first route on today's route list | |
| **I have been approved by the supervisor to proceed to the first delivery route** | **Supervisor Initials:** |

Date:_____

| Delivery Order Drop-Off Checklist | |
|---|---|
| **Task** | **Initials** |
| Park the van at the commissary drop-off dock (Trunk facing door), or the nearest area to the order receival area | |
| Review the purchase order with the satellite kitchen supervisor while the cooks unload each item | |
| Check off all items off with a pen on the purchase order while unloading the items | |
| Pick up the previous delivery containers | |
| Pick up the full compost bins | |
| Pick up the full laundry bins | |
| Pick up the full used oil containers | |
| Ask and wait for the supervisor/employees to bring back and items to the truck that must be returned to the satellite kitchen | |
| Perform a final review of all purchase orders and loaded items with the supervisor | |
| Firmly shut and lock that van's cooler doors. Check the doors to ensure they are properly locked | |
| Take the purchase order with you the driver's seat and turn on the van | |
| Proceed to the next assigned destination on your route list | |

| | |
|---|---|
| **I have been approved by the satellite kitchen supervisor to proceed to the next route destination** | **Supervisor Initials:** |

**Date:**_____

| Delivery Van Drop-Off Checklist | |
|---|---|
| **Task** | **Initials** |
| If the van is low on gas, fill up the gas using the gas cash stock and keep the receipt | |
| Park the in the commissary kitchen parking garage | |
| Have the commissary kitchen employees unload all delivery containers, compost bins, used oil containers, and laundry bins | |
| Wipe down and sanitize the entire inside of the van storage area using a damp towel and sanitation solution | |
| Lock the van and leave the van keys + gas receipt(s) with the commissary kitchen supervisor | |
| **I have been approved by the commissary kitchen supervisor to clock-out and complete my shift** | **Supervisor Initials:** |