

LOVE AT FIRST BITE



Policies / Procedures / Processes

Team relevance	Delivery & event pickups
Process definition	Delivery Pickups 101
Responsibility	Operations Manager
Date updated	08/24/18
Pack List:	<p><u>Important Note on ITEMS TO BRING:</u></p> <ul style="list-style-type: none"> ➤ 2-3 slush buckets with lids that FIT, 2-3 trash bags, and a few extra zip ties. ➤ DON'T FORGET to bring to-go containers and gloves ➤ Extra (bus) bins, and linens to PROTECT glass ➤ To-Go Containers
Delivery Pick Up Procedure	<ol style="list-style-type: none"> 1. Distribute all extra food into to-go containers 2. <u>Bucket 1 - Liquids:</u> <ol style="list-style-type: none"> a. you can put a trash bag in that bucket or not, your choice... b. Pour any extra liquids (i.e. Salsa, gravy, dressings) into this slush bucket. c. For extra protection for the slush bucket: put the bucket in a trash bag and tie it tightly to ensure no spillage. 3. <u>Bucket 2 - Utensils:</u> <ol style="list-style-type: none"> a. Do not put a trash bag in this bucket. (see image #1) b. If there are chafers, pour leftover water (if there is no sink available to you) into a slush bucket. c. Put ALL utensils in that bucket. d. Place a lid on it to make sure the water does not spill. e. For extra protection for the water bucket: put the bucket in a trash bag and tie it tightly to ensure no spillage. 4. <u>Bucket 3 - leftover food and other trash:</u> <ol style="list-style-type: none"> a. Put a trash bag in this bucket. b. Throw all leftover food/misc. Trash (unless the food is still good to eat) into that bucket so when you get back to the shop you can easily throw it out (see image #2). <u>In the dumpster: not inside shop trash can.</u> 5. Carefully wrap all glassware with linens (if dish is not dirty) and put into bins. <ol style="list-style-type: none"> a. If the dishes are dirty, carefully place all glassware in a bus tub with a trash liner in the bin (see image #3).

6. Organize your bins (i.e. put all decorations into one bin separate from dirty platters).

Images #1-#3



Notes

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