

FOOD TRUCK CHECKOUT CHECKLIST

1. BEFORE THE EVENT

- Coordinate pick up of van and truck keys, times for use and return.
- Check propane and water levels. May require filling.
- Wipe down counters and serving areas to prepare for food service.
- Connect trailer to van and make sure trailer lights are working.
- Make sure van has fuel to pull trailer.

2. DAY OF EVENT

- Turn on generator to run lights and equipment of truck. (May need to boost battery.)
- Turn on lights and equipment that will be used for food service to insure the hot holding units
are hot and cold units are cold.
- Make sure unit is stocked with paper towels, hand soap, paper products and disposable gloves.
- Store food items in appropriate hot and/or cold holding units.

3. DURING THE EVENT

- Monitor food temperatures to insure food safety.
- Wash hands and change gloves by appropriate safe food handling practices.
- School Nutrition Program meals must have either a roster or handheld tablet to track meals
served to students and staff.
- Collect the empty pans, containers, boxes and trash for removal after service.

4. AFTER THE EVENT

- Remove all food, trash and extra items from the truck. Return supplies and equipment borrowed from cafeteria to that location.
- Turn off equipment and lights. Wash and sanitize all of the counters and food service equipment in truck.
- Sweep and mop the floor of truck after everything is cleaned, secured and extra items removed.
Turn off generator and close propane valve.
- Return truck to bus barn. Return truck keys and completed checklist to School Nutrition Central Office.

(Signature/Date)

Verifies that truck checklist is complete and the truck is returned in good condition.





Food Truck Operations and Food Safety

Policy: To prevent foodborne illness by insuring that all food transported and served from the food truck are held and served at the appropriate temperature.

Procedures:

1. Train appropriate School Nutrition staff on this policy.
2. Follow all standard operating procedures as required by Carrollton City Schools related to hot and cold food service.
3. Follow procedures to start foodservice equipment. Check temperature of units prior to loading hot and/or cold food into holding units.
4. Load truck with hot and cold food for meal service. Verify temperatures of food prior to loading. Document on production sheet/temperature chart that will travel with food.
5. Drive the truck to the service location. Set up truck for service, including securing trailer, opening window and preparing service area.
6. Set up POS for service.
7. Serve meal. Monitor temperature of foods during service to insure food is served at proper temperature.
8. Once service is complete, count leftovers and document on production records.
9. Return food to kitchen that has been held under appropriate temperature control.
10. Follow check list for clean-up procedures.
11. Return truck to appropriate location and turn in completed check list to School Nutrition designee.

Monitoring:

1. Signed checklist will be maintained at Central Office.
2. Production records will be maintained at school location.
3. Central Office School Nutrition staff will conduct random checks to insure that food safety and truck sanitation is maintained.

OTHER TRAINING:

1. Food Truck Checklist (Attached following SOP.)