

## **TRUCK POLICIES & PROCEDURES 2019-2020**

**(Truck running August 12 through Iron Chef (mid-November) & April 1 through last day of school year)**

### **SERVING ADULT MEALS**

- Limit 50 people
- Pre-ordered Meals from the Menu
- Slushies only (max. 100 people)
- Use the Food for Thought Seasonal Menu

### **RE-IMBURSABLE SCHOOL LUNCHEES (Students)**

- Schools can use for special rewards/treats
- Invitations send to Principals
- Maximum 35 Students
- 2-3 times per month: 9 times first semester & 6 times second semester
- First come first serve
- No flat fee for Truck
- Available 2 days per week = 15 days per year
- Make a special Menu which Principals and/or Teachers pick from
- NOT available on holidays, after school hours, or school breaks

### **SCHOOL FUNDRAISERS**

- Available after school and evenings Monday-Saturday
- Not available on Sundays
- For Parents, Students, & Activity Groups
- Choose from Special Fundraiser Menu
- Karin will make an invitation to send out
- Minimum of 2 hours guaranteed to use the Food Truck
- Sodexo will provide 1-2 Staff, School/Club must provide 2-4 Parents/Student help
- Flat base fee of \$500.00.
- If event doesn't meet the \$500.00 fee in sales they must pay the cost of labor in the sum of \$250.00
- Once the base pay is met, the group will receive 10% of all sales for their fundraiser

### **ADULT GROUP USAGE**

- Limited to maximum of 50 people, minimum guarantee of 20 people
- Truck will provide a Staff of 2-3 people for 2 hours
- Must reserve 10 days in advance providing which menu they want from the Food Truck Seasonal Menu
- Use Food Truck Seasonal Menu
- Can be available for weekday evenings as well as during school hours
- Not available on weekends
- Meal cost could average \$8 - \$12 per person

### **AFTER SCHOOL & SATURDAY EVENTS**

- Available after school on week days, and Saturdays
- Sodexo will provide 2-3 Staff
- Menu must be discussed in advance, along with starting and ending times
- District keeps the revenue
- Booked at the discretion of Sodexo availability

### **CLASSROOM TREATS/PARTIES**

- Will be discussed with Elementary Principals at their August Principal's Meeting
- Cost would be \$9.00-10.00 per Student

### **OTHER ITEMS TO RESOLVE**

- The processing of revenue
- Comes under 'Catering'
- Need separate deposit slip
- Need an account for Catering
- Create a Food Truck Activity account
- Need a specific system
- Karin will contact Marvin for a tutorial on School Dude for Karin & Cindy, and well as Food Truck Lead