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college experience"*

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**Section:**  
**University Catering**

**Subject:**  
**Bakery Delivery Truck Usage**

## **Bakery Deliver Truck Usage:**

Occasionally it becomes necessary for University Catering to use the Bakery Delivery Box Truck in order to meet the requirements of Catering on a specific day or week. This policy and procedure outlines the procedure to follow in order to communicate the needs of Catering to the Bakery and also to describe the process to follow in taking and returning the truck.

### **Procedure:**

Typically the Bakery delivery truck will not be available during normal delivery times ie. 5:00 a.m. – 10:00 a.m. Monday – Saturday. On rare occasions, University Catering may be able to coordinate use of the truck during these times; however, this takes extreme coordination and should be avoided.

On a weekly basis, typically no later than Friday at noon, the truck needs for the following week should be communicated to the Bakery department via e-mail. This e-mail will be sent to the Bakery Manager as well as the Executive Chef over the Bakery. The e-mail will show pickup day and times of the truck as well as estimated return times.

Emergency (same day) use of the truck will be personally arranged between Catering and the Bakery Manager.

The Bakery truck keys may be picked up in the Chef's office in the kitchen of The Junction right inside the south dock doors. The keys **MUST** be returned to that location upon return of the truck.

No matter where or in what condition the Bakery truck was picked up, the truck will be returned as follows:

1. The truck will be backed up to the north dock with the lift gate no further than 6 inches away from the dock. The first person that pulls out a tape measure is automatically fired.
2. The inside of the box will be swept clean and all tie-downs will be hanging neatly on the hooks.
3. The rolling gate on the back of the box will be closed to prevent any rain or snow from getting inside.
4. All windows of the truck will be rolled up.
5. All trash and other items will be picked up from the cab of the truck.

Any damages or extraordinary events that occur while University Catering is borrowing the truck will be reported immediately to the Catering General Manager and he will report it to the Bakery Manager as well as the Executive Chef via phone and then a follow up e-mail cc'ing the Executive Director.

Regular vehicle accident procedures will be followed in all cases per policy 121.