



**VESPERMAN**  
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# VESPERMAN FARMS EMPLOYEES

## Ice Cream Truck Closing Checklist

Last Updated: June 2020

### CLOSING CHECKLIST

#### *At the location*

- Clean up truck
  - Wipe down surfaces and dipping cabinet
  - Clean up dishes and empty water dishes in sink
- Bring in menu board
- Bring in napkins and trash can
- Bring in shelf
- Empty trashes and replace trash bags
- Put away everything in drawers
- Put blankets over dipping cabinet and make sure freezers are plugged in
- Count tips and exchange bills (split tips 50/50)
- Bring in flag and store parts in lower compartment
- Fill out inventory form and put in till for Caitlin to review

#### *At the farm*

- Plug in truck
  1. Turn off the truck.
  2. Flip the red battery kill switch upward to OFF. Switch is located on the front grill of the truck.
  3. Plug cord into wall.
  4. Press the STOP button until the generator stops. Button is the black button above the sink.
  5. Flip the transfer switch (red handle on grey box by sink) from GENERATOR to PLUG IN.
- Bring in till and petty cash bag and put in office. In truck, replace till with new one from the office. Leave bag and till in the office to be counted.
- Put trash bags in dumpster
- Stock the truck
  - CHECK CALENDAR FIRST and stock truck according to notes (if applicable)
  - If stocking for a public event without a specific flavor list, follow the stocking guidelines below. Stock eight flavors of ice cream for scooping (plus additional tubs below). If we are out of a "MUST HAVE" flavor, stock with any flavors available.

1. MUST HAVE: Brownie Fudge or Sea Salt Caramel
2. MUST HAVE: Cookie Dough or Cookies and Cream
3. MUST HAVE: Cotton Candy
4. MUST HAVE: Vanilla or Chocolate
5. MUST HAVE: Butter Pecan or Maple Nut
6. Any flavor you choose
7. Any flavor you choose
8. Any flavor you choose

- All flavors into pint cooler
- Dishes (check the box to see how full it is)
- Cones (always have an extra full box in the truck)
- Napkins and two napkin holders
- Plastic spoons and tasting spoons and containers for spoons
- Gloves
- Soap
- Dish Towels (4-5)
- Two garbage bins (one for outside the truck, one for inside the truck)
- Garbage bags
- Menu sign and menu cards (double check sign to flavors)
- Ice cream tokens
- Fill the water tank
- Key for service window (hang it up on clipboard)