



Vendor Checklist

Preparation within 24 hours of Market

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in "Preparing your staff" so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

Within 24 hours:

- Clean vehicle, and double-check in the morning.
- Check and stock all supplies, calibrate thermometers.
- Sanitize items for market.
- Pre-pack utensils/equipment in clean containers & store off the floor.
- Get insulated coolers and ice ready.
- Finish processing, cooling, thawing, labeling or freezing food for transport.

In the morning

- Make up sanitizing solution for that day, and pack the safety toolkit.
- Pack food, keeping different types separate.
- Pack chilled/frozen food last.
- Load vehicle, putting food in coolest part, covered.
- Record temperature/time for each insulated cooler.

