

Delivery Driver Checklists

Opening Checklist

- Turn on all of the heating bags by flipping the power switch on the power strip.
- Turn on the computer (password 01507)
- Open up the Bringg dispatch map (app.bringg.com) It should automatically log in. If it doesn't automatically log in, you can log in with your bringg account email and password.
- Open up DigitalQ (type digital and the link should come up. It's digitalq.api.my.chick-fil-a.com). Log in with your CFA home username and password if needed.
- Select our store 01507 (it's the only store)
- Make a note of which drivers will be on shift on the whiteboard, for later convenience.
- Check the POS for Catering Delivery Orders for that day and Assign drivers.
 - Other Function - Recall Catering Order - Highlight Catering Delivery Order(s) for the Current Day - Print
 - Figure out which driver would be best to take the catering order based on the schedule and catering order prep time.
 - Slack message the driver taking the catering delivery to let them know they are taking the delivery and also send a picture of the catering delivery order to them.
 - Write the name of the order, the time of the order, and write which driver is taking the order on the whiteboard.
- Go to the capacity tab and confirm the amount of drivers is correct for each hour.
- Adjust Capacity for Catering Delivery Orders
- Break Schedule
 - The 8:00am person starts their 30 between 10am and 10:30am to end by 11am. If the 7:45am person and the 8:00am person both need 30 minute breaks, then do your best to take both breaks between 10am and 11:00am.
 - The 10:00am person starts their 30 between 1:00pm and 1:30pm to be done by 2pm.
 - The 12:00pm person starts between 3:00pm and 3:30pm to be done by 4:00pm
 - Drivers should typically stop driving around 30 minutes before their shift ends to get gas and clean their car. You can choose to stay longer to help with orders if there is no way you will hit your 5th hour.
- If you have less drivers for any reason during your shift, please change the number of drivers in the capacity tab of DigitalQ. This controls the time windows for ASAP orders and how many ASAP orders we can get.
 - Make sure to press save
- Keep the amount of scheduled orders per hour at 1, because that controls how many scheduled orders can be placed per 15 minute interval in the hour.
- Grab ice packs from the freezer and put it in the cold bags.
 - The ice packs need to be changed every 4 hours.

End of Shift Checklist

- Make sure your gas tank is at least half full.
 - Gas cards are in the glove compartment of all cards.
 - Gas cards are specific to each car. The pin for each is 1XYZ where XYZ are the last three numbers of the car's license plate.
 - Go to the 76 gas station. Only go to Chevron if in an emergency.

- Always get a receipt and put it in the clear receipt envelope in the glove compartment. Write which car you got gas for on the receipt.
- Park your car in the store parking lot after the last order.
- Clean your car how you would clean the restaurant.
 - Throw away all trash in the car.
 - Sanitize your car, clean ALL touch points (for example steering wheel, buttons, phone holder, handles, seats, levers, etc.)
- Bring all delivery bags into the restaurant and put them back.

Closing Checklist

- Sanitize the inside and outside of all bags with the sanitizer water from the red bucket. This kind of sanitizer is food safe.
 - Sanitize the ice packs and put them back in the freezer.
- Turn off the heating bags by flipping the switch on the power strip.
- Check the POS for any catering delivery orders for before 10:30am the next day. If there are any catering delivery orders for before 10:30am the next day, message the 7:45am person pictures of those catering delivery orders.
 - Other Function - Recall Catering Order - Highlight Catering Delivery Order(s) before 10:30am for the next day - Print
- Promo all 1st delivery brownies
 - Either keep a tally on the whiteboard throughout the day. Or look on Receiptviewer (type in receipt and the link will pop up) You can use your CFA home username and password to log in.
 - Go to Additional Filters> Destination> CFA Delivery. Make sure the date at the top is correct. Then click "apply."
 - Look for all receipts that have the [1st DEL] on them. Promo the amount of brownies for how many 1st deliveries there were for that day. Make sure to put "don't make" when you promo them. Don't worry about 2nd and 3rd deliveries.
- Make sure all drivers are signed out of bringg. You can force sign them out through the driver tab by the bringg dispatch map.
- Turn off the computer and put the computer and charging cord back in the box.

Delivery Driver Project List

- **Front Counter and Dining Room Assistance**
 - **Stocking, Running, Order Taking, Bagging, Dining Room, etc.**
- **Prep Catering Orders**
- **Update the list of 1st DEL brownies**
- **Wash Car/Get Gas**
- **Clean Trash Outside - Check Area Where Cars Are Parked too**
- **Help Kitchen With Dishes**
- **Clean Restaurant**