



# Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

Phone: 502-869-8000  
Fax: 502-543-3608  
[www.bullittschools.org](http://www.bullittschools.org)

DATE: Sept. 15, 2021  
TO: Jesse Bacon, Superintendent *JB*  
FROM: Todd Crumbacker, Director of School Nutrition Services *TC*  
RE: GFS Unattended Deliveries

I am requesting that our School Nutrition Dept. adopt the GFS Unattended Deliveries process. This process includes the installation of a lock box on the exterior kitchen door of each of our school locations. In the event of an unattended delivery (snow day, late delivery, etc), GFS drivers would have access into our kitchens in order to complete the delivery. Inside the lock box will be located a badge for badge-reader access, a key to our walk-in cooler, walk-in freezer, and stock room, and brief instructions for deactivating and reactivating the alarm (if needed). Attached are parameters surrounding GFS's responsibilities, as well as what our department's responsibilities will include. In addition, I have included a list of school districts that are currently utilizing the GFS lock boxes for unattended deliveries. Lastly, I have included information from GFS's Human Resources Dept. regarding the process of ensuring that GFS Drivers are people of good character.

	Subject: <b>Unattended Delivery</b>	Effective Date: <b>5/1/2017</b>
	Owner: <b>USD Operations</b>	Supersedes Policy Dated: <b>9/2008</b>
	Type: Complete Revision ( x ) Partial Revision ( ) New ( )	Approved By:  Dave Ponstein / Bill Daniels

**TR003 - UNATTENDED DELIVERY**

**I. Purpose**

To define the procedures for Unattended Deliveries at customer locations, including standard key and lockbox procedures

**II. Scope**

This procedure applies to all unattended deliveries including standard key drop and lock box deliveries in which Gordon Food Service has been given a key to Customer's facility, which is securely maintained, or the key is located in a lock box at the customer location

**III. Practice**

Standard Unattended Delivery Procedure:

- Explain First How Driver will Access building
- Refrigerated and frozen items are delivered directly into the respective restaurant cooler or freezer immediately upon unloading from the trailer. The driver may leave product on floor inside restaurant if instructed to do so by personnel present. Customer must have freezer and cooler ready for delivery (Driver will not stock shelves)
- No personal food, eating, drinking, smoking/chewing tobacco in the trailer or restaurant delivery area is allowed
- Customer must provide a contact list for each restaurant location. If changes are made, Gordon Food Service must receive an updated list immediately
- Below please find a list of events that may occur during an unattended delivery and the appropriate action that the driver is to take:

If unauthorized personnel attempts entry:

- Driver to confront and inform that no one is allowed in building while delivery is being made, unless it is part of the management team of restaurant
- Driver to exit building and call Gordon Food Service manager if necessary
- Driver to call Restaurant manager or contact person
- If driver cannot reach the manager, then call 911
- Driver should not try to apprehend or physically detain the individual

If the driver finds the door unlocked:

- Driver to leave building without entering
- Driver to not enter the building
- Driver to call 911

If lock does not work:

- Driver to call Restaurant manager or contact person
- Gordon Food Service expectation is that this contact will arrive within 15 minutes
- If the Gordon Food Service driver cannot reach Restaurant Manager or contact person, the driver should call Gordon Food Service Manager for direction



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If alarm goes off or is not armed upon arrival at location:

- Fill out post customer delivery sheet explaining what happened. Also communicate with sales person and Gordon Food Service transportation management

If driver finds someone in building during off-hours:

- Driver to exit building and call Gordon Food Service manager
- Driver to call Restaurant manager or contact person
- If driver cannot reach the manager, then call 911
- Driver should not try to apprehend or physically detain the individual

Key:

- It is the responsibility of the customer to provide a working key
- If the locks are changed at any time, it is the customer's responsibility to get a new key to Gordon Food Service before the next delivery
- If Gordon Food Service paid for and installed the lock box, Gordon Food Service will collect the key box if for any reason the unattended deliveries are discontinued at the customer location and return the key - or the key will be returned to the customer location if it is a standard key drop.

Security Code:

- The customer will provide a code for the security system that is to be used for the Gordon Food Service Driver only
- Customer security codes will be kept confidential

Lock Box:

- Gordon Food Service will have a code (set up by Gordon Food Service) for the lock box that will only be used by a Gordon Food Service Driver or Gordon Food Service management
- No other customer employees or customer vendors will have a code to the lock box
- The intent of the lock box is that it is for Gordon Food Service unattended deliveries ONLY
- If for any reason the Gordon Food Service Driver is terminated, Gordon Food Service will set up a new code for the lock box
- And the customer will provide a new code for the security alarm system as well

Key Stop Deliveries (where key is kept at Gordon Food Service location):

- Key security: Each day keys are secured (typically in a lock box at a Gordon Food Service location) and accessible to Gordon Food Service personnel only
- Building security: Upon completion of delivery, the building will be secured, the alarm reactivated (if applicable), and the lights returned to the same status prior to Gordon Food Service arrival

Expenses:

- Gordon Food Service will pay for any expenses incurred by the customer to rekey the door or provide a new lock box in the event that a key is lost by Gordon Food Service or its employee
- Conversely, the customer will pay for any expenses incurred by Gordon Food Service due to the locks being changed and Gordon Food Service not being notified, or the customer not providing a new key to the. Note – this includes not only the cost of the new key, but also all costs associated with the redelivery expense incurred by Gordon Food Service

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**Liability:**

- The customer is not liable for injury, illness or death to Delivery Drivers arising from events during delivery, including without limitation, robberies, attacks, kidnapping or hostage situations, except to the extent caused by the negligence or willful misconduct of the customer, its employees, officers or directors.
- Gordon Food Service will be responsible for any loss incurred by the customer or any fees charged by police, fire or other municipal agencies due to a Delivery Driver's failure to enter codes properly.
- Conversely, the customer will be responsible for any loss incurred by Gordon Food Service or any fees charged by police, fire or other municipal agencies due to the customer's failure to provide notice of key / code changes
- Gordon Food Service will not be held responsible for any theft, personal injury or property damage caused by a non-Gordon Food Service employee for any reason
- Gordon Food Service will not be held responsible for any product loss due to the malfunction of a customer's freezer or cooler. Gordon Food Service will notify the customer's management if a freezer or cooler is found not working during the unattended delivery

**Customer Responsibilities:**

- Provide Gordon Food Service with necessary keys or access codes in order to make a key drop delivery, and a contact name and phone number in case the key code does not work
- Have the property ready to receive delivery. Freezers and coolers should be free from obstructions and easily accessible. Back doors should also be free from obstructions and prepared for easy access for delivery



Crumbacker, Todd <todd.crumbacker@bullitt.kyschools.us>

### Unattended Delivery

Lyndsey Crick <lyndsey.crick@gfs.com>

To: "Crumbacker, Todd" <todd.crumbacker@bullitt.kyschools.us>

Fri, Jul 2, 2021 at 12:49 PM

Hi Todd,

Again, it was nice to meet you earlier this week.

I understand, Katie Ellis at Boyle Co might be a good resource as she had to work with the superintendent and principles in the district to get them approved for the district. Below is a list of my school districts that have lockboxes. I am checking with transportation to see what other districts that are part of OVEC/KEDC use them as well. We will also provide CAN reports for the drivers that deliver in your area as well. I have also had districts require background affidavit, E-verify and insurance information.

Madison Co
Jessamine Co
Montgomery County
Frankfort Independent Schools
Scott Co
Clinton Co
Russell County
Boyle County Schools
Hardin county schools
Powell Co
Nelson Co
Washington County
Mercer Co
Garrard Co
Clark County Public Schools
Burgin Independent
LaRue County
Danville Schools
Marion Co.
Lincoln County
Taylor

[Quoted text hidden]

### Making the Grade SY 2021-2022



Lyndsey Crick | Lyndsey.crick@gfs.com  
Education Specialist | p: 502-641-1507  
342 Gordon Industrial Drive| Shepherdsville Ky. 40165

8/10/2021

Bullitt County Public Schools Mail - Unattended Delivery

Ryan Mellema 800-905-3971  
ryan.mellema@gfs.com

Taylor Boer 800-905-3909  
[taylor.boer@gfs.com](mailto:taylor.boer@gfs.com)  
Credit Analyst

Nutritional Resource Center 800-968-4426  
Technical Support 800-968-6437  
Equipment Service 800-830-9770  
Customer Service 1-800-968-4164  
[Quoted text hidden]

9/8/2021

Bullitt County Public Schools Mail - Unattended Delivery



Crumbaker, Todd <todd.crumbaker@bullitt.kyschools.us>

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**Unattended Delivery**

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Lyndsey Crick <lyndsey.crick@gfs.com>

To: "Crumbaker, Todd" <todd.crumbaker@bullitt.kyschools.us>

Mon, Jul 5, 2021 at 10:51 AM

Hi Todd,

Henry County schools are also all set up with lock boxes. Floyd Co in Indiana are all set up with card access, we keep the cards here in our key box.

Hopefully this helps a bit, we can also keep the access cards and keys here at the distribution center instead of using the lock boxes.

[Quoted text hidden]



Crumberacker, Todd &lt;todd.crumberacker@bullitt.kyschools.us&gt;

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**Fwd: CAN Reports for GFS Drivers - Bullitt County Schools**

1 message

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**Lyndsey Crick** <lyndsey.crick@gfs.com>

To: Todd Crumberacker &lt;todd.crumberacker@bullitt.kyschools.us&gt;

Wed, Sep 15, 2021 at 9:22 AM

Here you go!

----- Forwarded message -----

From: **Keith Masoud** <keith.masoud@gfs.com>

Date: Wed, Sep 15, 2021 at 9:01 AM

Subject: CAN Reports for GFS Drivers - Bullitt County Schools

To: Lyndsey Crick &lt;Lyndsey.Crick@gfs.com&gt;

CC: Jim Morgan &lt;jim.morgan@gfs.com&gt;, Blumenstock, Troy &lt;troy.blumenstock@gfs.com&gt;

Lyndsey:

Here are the CAN Reports for our drivers who will be delivering to Bullitt County Schools. We are in the process of adding several new drivers who may also deliver to these schools. As we get CAN Reports on new drivers I will send them your way. Our drivers are:

1. Dylan Crenshaw
2. Craig Fenwick
3. Kyle Havlin
4. Travis Jones
5. Michael Kean
6. Charles Medley
7. Adam Morris
8. Naaman Niewadonski
9. Joshua Reid
10. James Seay
11. Jason Smith
12. Casey Woolley

If you need anything else please let me know.

Thanks, Keith

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view**Keith Masoud** | keith.masoud@gfs.com

HR Director | p: 502-215-1028 | f: 502-215-1097

342 Gordon Industrial Drive | Shepherdsville, KY 40165

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*Service alimentaire Gordon et ses entreprises affiliées ont mis en place des mesures de santé et de sécurité relatives à la pandémie de COVID-19, conformément aux directives locales et aux recommandations des experts de la santé. Veuillez discuter de ces mesures avec votre contact chez Service alimentaire Gordon avant toute rencontre ou visite à l'un de nos établissements .*

*Gordon Food Service, and its affiliates, have implemented health and safety measures in response to the COVID-19 pandemic. All measures are taken in accordance with local governance and recommendations from leading health experts. Please discuss the most up-to-date requirements with your Gordon Food Service contact prior to meeting or visiting one of our facilities.*

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## Making the Grade SY 2021-2022

**Gordon**  
FOOD SERVICE

Lyndsey Crick | Lyndsey.crick@gfs.com  
Education Specialist | p: 502-641-1507  
342 Gordon Industrial Drive | Shepherdsville Ky. 40165

Ryan Mellema 800-905-3971  
ryan.mellema@gfs.com

Taylor Boer 800-905-3909  
[taylor.boer@gfs.com](mailto:taylor.boer@gfs.com)  
Credit Analyst

Nutritional Resource Center 800-968-4426  
Technical Support 800-968-6437  
Equipment Service 800-830-9770  
Customer Service 1-800-968-4164

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*Service alimentaire Gordon et ses entreprises affiliées ont mis en place des mesures de santé et de sécurité relatives à la pandémie de COVID-19, conformément aux directives locales et aux recommandations des experts de la santé. Veuillez discuter de ces mesures avec votre contact chez Service alimentaire Gordon avant toute rencontre ou visite à l'un de nos établissements .*

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 **CAN Reports for GFS Drivers - Bullitt County Schools - September 2021.pdf**  
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