

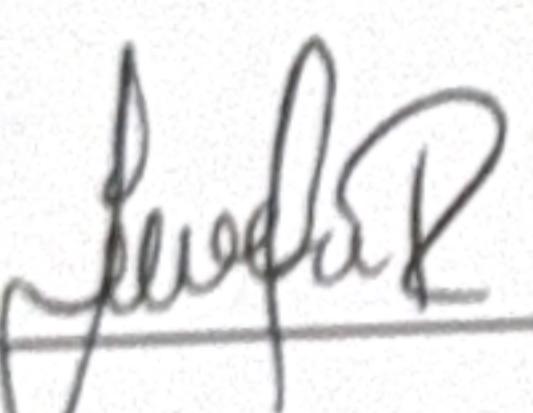
## THE SANDWICH PROJECT FOOD SAFETY CHECKLIST – DRIVER

This checklist outlines The Sandwich Project's required food safety practices for all drivers. By signing below, you acknowledge that you have read, understand, and agree to follow these practices at all times.

- Use only clean, food-grade coolers for transporting sandwiches.
- Keep all perishable items at or below 40°F (5°C) during transport.
- Avoid placing any non-food items in the same cooler as food. Example, Ziplock bags.
- Secure lids and doors on all coolers during transport to maintain temperature.
- Deliver food directly to the designated drop-off location without unnecessary stops.
- Report any damaged, spilled, or unsafe food to TSP leadership immediately.
- Follow all local, state, and federal food safety regulations.

### Acknowledgement:

I, José Trujillo P., have read and agree to follow the above food safety practices while performing my role as a driver for The Sandwich Project.

  
Signature  
Date: 08-26-2025

# THE SANDWICH PROJECT INDEPENDENT CONTRACTOR AGREEMENT (Driver – Pick-Up & Delivery)

This Independent Contractor Agreement ("Agreement") is entered into as of August 15, 2025 by and between The Sandwich Project, Inc., a Georgia nonprofit corporation ("TSP"), and Luz Trujillo ("Contractor").

## 1. Scope of Services

- Pick up prepared sandwiches and related food items from designated locations in the Metro Atlanta area.
- Use a safe vehicle with current tags and insurance, including but not limited to the TSP van. Driver will not be responsible for covering the cost of gas.
- Deliver those items to TSP distribution sites, host homes, or partner organizations as directed.
- Safely pack, load, and transport food in compliance with:
  - All applicable local, state, and federal laws regarding food safety and handling.
  - The Sandwich Project's policies and procedures, including cooler usage and temperature control.
- Maintain accurate records of pick-ups and deliveries. Form will be provided.

## 2. Term

- This Agreement begins on August 15, 2025 and will continue until terminated by either party with at least 7 days' written notice.

## 3. Independent Contractor Status

- Contractor is not an employee of TSP and will not receive employee benefits.
- Contractor retains control over the manner and means of performing services, subject to agreed-upon delivery deadlines.
- Contractor may perform similar services for others.

## 4. Compensation

- Contractor will be paid \$20.00 per hour.
- Payment will be made biweekly upon submission of an invoice to TSP.

## 5. Food Safety & Compliance

J.T.

- Follow all TSP food safety protocols, including cooler use and temperature monitoring.
- Immediately report any safety concerns or incidents to TSP leadership.

## 6. Insurance

- Maintain a valid driver's license.
- Maintain current auto insurance meeting Georgia's minimum requirements.
- Proof of both must be provided before starting work and updated upon renewal.

## 7. Confidentiality

- Contractor will keep confidential any donor, volunteer, or recipient information obtained in the course of providing services.

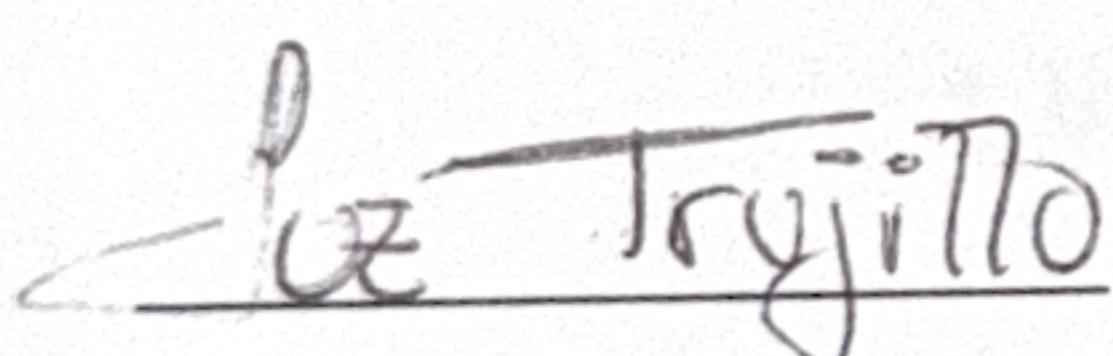
## 8. Indemnification

- Contractor will indemnify and hold harmless TSP from any claims, damages, or expenses arising from Contractor's performance of services, except where caused by TSP's negligence or misconduct.

## 9. Taxes & Reporting

- Contractor is responsible for all federal, state, and local taxes related to payments under this Agreement.
- TSP will issue a Form 1099-NEC for annual payments of \$600 or more.

Signatures:

  
Luz Trujillo - Contractor  
Date: 08-26-2025

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Noel Clark - Treasurer, The Sandwich Project, Inc.

Date: \_\_\_\_\_