



Thank you for your interest in running your own Famfare Kitchen “Kitchenette!”  
That’s our fancy word for a Famfare Kitchen residential pick-up point.

#### WHAT IS A KITCHENETTE?

Well, they are the coolest part of Famfare Kitchen. Kitchenettes are our network of residential pick-up points for Famfare Kitchen (FFK) meals. Basically, it’s our real-moms make it happen “sales team,” our neighborhood distribution network and a lot of beautiful front doors that serve as community pick up locations for our clients.

#### WHAT EXACTLY IS A KITCHENETTE RESPONSIBLE FOR?

1. “Selling” our hot, homemade family-style meal service - this isn’t hard or scary - you’re telling people about an amazing service that is truly helpful - without being pushy. Think posting on facebook, sending discount codes to your hockey team, hosting a fundraiser, etc. Easy and fun - but definitely in the sales arena.
2. “Distributing” meals once a week over a 90 minute window at your residence. The day and time is up to you - but we do ask that you be at home and available in case something comes up (this could be your husband or your teenager - but ideally someone is there to help customers in person on site). It’s also helpful to create a warm welcome - so clients keep coming back - no long conversations, just a welcome & enjoy your dinner!
3. And for some overachievers, adding delivery / distribution sites you manage - ie say your husband works at Company X - you could set up an additional pick up site and manage that set up - and collect commissions for that location too!

#### OK, COOL. WHAT’S IN IT FOR ME?!

Money and fame. And 50% off anything you order. All you need to do is sell a minimum of \$1500 over a 4 week cycle- and then commissions kick in for everything picked up at your location. Commission rates vary based on sales thresholds - and if you are picking up products from our central kitchen or using our delivery service.

## 2024-2025 COMPENSATION PLAN FOR DELIVERING KITCHENETTES

(Those who pick-up meals from our SSP Central Kitchen)

- Commission is based on net sales (gross sales minus taxes and credit card processing fees - approximately 13%) over a four week cycle.
- Ability to order Famfare at 50% off.

4-WEEK CYCLE NET SALES	DELIVERY COMMISSION %
\$1500-\$1999	10%
\$2000-\$2499	12.5%
\$2500+	15%

## 2024-2025 COMPENSATION PLAN FOR COURIERED KITCHENETTES

(Those who have meals delivered to their home via Famfare Courier Service)

- Commission is based on net sales (gross sales minus taxes and credit card processing fees - approximately 13%) over a four week cycle.
- Ability to order Famfare at 50% off.

4-WEEK CYCLE NET SALES	COURIER COMMISSION %
\$1500-\$1999	5%
\$2000-\$2499	6.25%
\$2500+	7.5%

### OK - THIS LOOKS FUN, HOW DOES IT WORK?

First, look at your calendar and choose a day and time you want to open your Kitchenette for meal pick-up. This needs to be a Tuesday or Wednesday with at least a one-hour window of time between 330-630PM. You choose the day and times that work best for you and your clients.

Once you pick your day and time, we create a specific sign-up page for your location– this is where your friends and neighbors can place their order. We customize this sign-up page to your availability – so say you are planning a vacation one week – no problem – we simply close your sign-up that week. Once you approve your page, we link this to our site and it's ready to take orders; FFK manages all money collection for Kitchenettes.

Then, spread the good word and make your sales. This is a pretty easy sell – a no brainer in our book - but we know people need a little convincing so we send you with menus, yard signs and 2 complete sample meals to share with potential customers. In addition, we announce your new location on our website, with social media and on our weekly email. Other marketing materials available on request - we're excited to hear your ideas so please ask.

- On the day you've set, you're responsible to pick-up up meals from our central kitchen or receive and confirm delivery from a Famfare courier.
- During your pick-up window, you are responsible for distributing meals, managing client issues and relaying any follow-up messages to your clients should there be a snafu.

All meals will be ready for pick-up in commercial warming bags / boxes by 3PM at our central kitchen located in South Saint Paul at 1539 5<sup>th</sup> Avenue South (494 and 52). So basically you pick up the meals, drive home, put on your slippers, hand out supper to your grateful and hungry clients, then sit down for your own hot, homemade meal and enjoy.

#### FREEZER SALES & SPECIAL EVENTS

From time to time, FFK hosts special sales at key locations with high traffic. We select these locations based on sales volume. Participating locations will be paid by event at a flat rate based on net sales (less taxes and fees) of 10% for Delivering Kitchenettes and 5% for Couriered Kitchenettes.

#### COMMISSION Payment Details

Kitchenettes are independent contractors for Famfare Kitchen. Each person who operates a Kitchenette must complete a W-9 tax form and sign an Operational Agreement form. Note that you will receive a 1099 at the end of the year for tax purposes if you are paid more than \$600 annually. Kitchenettes are paid based on 4 week cycles. Checks are distributed the following week. Famfare Kitchen reserves the right to eliminate low performing locations. More questions? Contact Steph Pullen at [steph@famfarekitchen.com](mailto:steph@famfarekitchen.com).

## Famfare Kitchen 2024 GO-FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DAY OF WEEK: \_\_\_\_\_

(Tues or Wed )

### CHECK BOX FOR DELIVERY OPTION:

- I will pick up my orders at the kitchen and receive higher commission
- I will use a Famfare courier for delivery for a lesser commission

90-MINUTE PICK UP WINDOW TIMES: \_\_\_\_\_

(example: 430-6PM)

HOUSE DESCRIPTION: \_\_\_\_\_

(ie: color of house, style, description)

VACATION DATES: \_\_\_\_\_

(weeks when you're out of town or too busy for FF)

# Famfare Kitchen Operational Agreement

Kitchenettes are the face of Famfare Kitchen. You are the Famfare person our clients know and trust. And we know and trust you. We ask that you please be kind, courteous and welcoming on our behalf. Additionally, we ask that you are reliable and distribute meals as scheduled. Famfare Kitchen is trying to help people slow down and eat dinner as a family. You make this possible for your clients. Thank you. We are so excited to have you on our team.

1. Kitchenettes are responsible to pick up all meals (or make arrangements for their delivery) for their location at the central kitchen and distribute all meals in safe and timely manner during the hours as scheduled and agreed to on the Famfare- GO Form. Food should stay in zipped/closed warmers and cooler bags to retain safe food temperatures.
2. Kitchenettes act as the key contact person for their clientele regarding late pick-ups, missed pick-ups or other client snafus. Basically if there is a problem, you are responsible for managing the situation as best possible and let us know how / if we can help.
3. Kitchenettes are responsible to get client sign-off on all meals at pick-up (ie - have people initial a clipboard so there is no confusion as to who picked up and who has not). If you have a contactless pick-up location, you still need to be available for client questions via phone, text or in person during your pick-up window. Further, with all contactless locations, you are responsible for arranging items in a neat and orderly fashion to avoid client mixups.
4. Kitchenettes are responsible to keep FFK insulated bags and catering boxes in good, clean condition and to swap out delivery bags and boxes on a weekly basis. If a bag or box is broken, lost or stolen, there is a \$50 fee assessed.
5. Kitchenettes are asked to give FFK a two-week notice should they like to stop deliveries to their location. This gives our clients a chance to figure out a new game plan and for FFK to issue refunds if necessary.
6. Kitchenettes are 1099 contract employees and must complete a 1099 form prior to conducting business with Famfare Kitchen.
7. Understand that with a consistent low-performing pick-up location, we reserve the right to close your Kitchenette location.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Updated 11.1.2024