



Thank you for your interest in running your own
Weeknight Kitchen "Kitchenette!"
That's our fancy word for a WNK residential pick-up point.

WHAT IS A KITCHENETTE?

A Kitchenette is a residential pick-up point for Weeknight Kitchen (WNK) meals. Basically, it's your front door, a warming box and a cooler bag.

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, Wednesday or Thursday 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; WNK 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, 5 complimentary tote bags (use for giveaways) 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 for your location and distribute meals to your clients**. 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 5th 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.



WHAT'S IN IT FOR ME?

We provide every Kitchenette a complimentary meal for their family and pay 10% (\$3.50) for each meal sold. If you sell 40+ meals a week, we pay you 15% per meal (\$5.25).

So, say you sell 10 meals a week (40 a month), you're looking at \$210 in cash + \$140 in complimentary meals monthly. That's \$350 for about 6 hours of time / \$56 an hour. If you want to distribute meals at home one day and distribute meals at your husband's office the next day, you can make that much more money. It's your business.

Additionally, each month we will be awarding the Kitchenette with the highest sales a **\$50 bonus**. We will be adding more sales incentives and promotions as we grow. We're excited to get this going and want this to be a fun and monetarily motivating. Making money is awesome.

We realize WNK cash won't cover your house payment, but **it's great funny money - and it's a fun gig**. Your neighbors and clients will love you. And if you were to do this nine months a year (we are closed in the summer –yippee!), you could very easily make \$2000 – and that's real money. That's enough for a little vacation or a new living room set or part of your kiddos hockey expenses.

* Please note. Complimentary meals are fully provided for the first 6 weeks of your operation while you get started; thereafter complimentary meals are provided based on a minimum of five meals sold per location (meaning – you can't just say you're a Kitchenette, sell zero meals and pick-up a free meal). If you don't sell five meals at your location but are still picking up, no problem, we offer Kitchenette Meals for \$15 to cover our costs.

THE DETAILS

Kitchenettes are independent contractors for Weeknight Kitchen. Each person who operates a Kitchenette must complete a W-9 tax form, submit a resume (no big deal) 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 monthly. Checks are distributed the first week of the month for the previous months meals.

More questions? Contact me at anytime.

Libby Mehaffey, 612.237.7731 / libby@weeknightkitchen.com



Weeknight Kitchen Operational Agreement

Kitchenettes are the face of Weeknight Kitchen.

You are the WNK 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.

Weeknight 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 for their location at the central kitchen and distribute all meals in safe and timely manner during the hours as scheduled. 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, please manage 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).
4. Kitchenettes are responsible to keep WNK 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 WNK 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 WNK to issue refunds if necessary.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____