



Clay County  
4-H  
Food Stand  
Handbook



Food Stand Committee, 2014

# CLAY COUNTY 4-H FOOD STAND MANUAL

## What Is the 4-H Food Stand All About?

The 4-H Food Stand at the county fair is a fundraiser for Clay County 4-H programs. The Food Stand grosses approximately \$12,000.00 each year and nets \$3,500.00 to support the Federation budget.

The funds are used to help defray expenses for 4-H residence camp, YELLO, state and regional trainings, State Fair and State Horse show fees, membership awards, educational workshops and the list goes on. . . If it weren't for the food stand profits, participation in many events would have to be completely funded by the participant.

Your cooperative help at the food stand is very important and appreciated!!!! We hope that working in the food stand is a fun and educational experience in food service and teamwork, in addition to being an important fundraiser.

## How Do You Help?

All clubs and independent members are expected to recruit helpers to fill the job positions. **(We need 10 and no more than 15 to fill the positions on each shift.)** Clubs working a shift with other clubs should be in contact with each other before the fair to plan for their shift. Make sure there are responsible adults from each club. Don't expect the other club leaders to supervise both clubs. Clubs need to be sure to select one person who will be the club shift manager for both clubs. A training will take place during Fair Clean Up Night for the club shift managers.

Your club shift manager should check in with the food stand manager when they arrive. Your club shift manager will post the pre-assigned work schedule indicating your job position. Please make sure all positions are filled before you come to work your shift. Stay at your post until someone relieves you or your club manager dismisses you. If you have problems or questions, check with your club shift manager. We are counting on you to make the food stand run smoothly. The job description for each position is in this booklet.

Please assign only one responsible person to the register. That person will be responsible for the register during their shift.

Please cooperate with the food stand Green Team managers and Coordinator. Report your ideas and suggestions to the food stand committee. All suggestions for improvement are welcome, and new members on the food stand committee are welcome. The managers are responsible for overseeing all food preparation and service, according to state guidelines. Following their instructions will help your experience in the food stand be safe, productive and satisfying.

Remember, you represent 4-H while you're working, so customer courtesy with a SMILE is IMPORTANT!

## EACH CLUB SHOULD PROVIDE:

1. **Aprons for each worker-** Be creative, it is a good way to promote your group. Plastic aprons will be available for those who do not bring their own apron.
2. **Clean hats for each worker-** Again be creative but sensible. Hats are optional but should be clean. Hair should be tied back.
3. **Work Schedule—**Schedule both adult and youth workers to fill the positions needed to make our kitchen and dining area run smoothly. If you are scheduled to work with another club, please contact their leader and coordinate your schedules. A total of 10-15 workers are needed on each shift.

**Sanitation Rules:** Please instruct each worker on these requirements.

- **Plastic gloves are single use. If you leave your station, please change your gloves.**
- **Hair must be tied back. Each worker must wear a clean hat and apron.**
- **No nail polish or fake fingernails or jewelry for Food Preparation.**
- **Wash hands at start of shift and regularly throughout shift..**

## JOB DESCRIPTIONS

### A. **Main Cashier (1 Adult )**

1. **This is to be your job, your job only, and your only job.** You are responsible for your cash register at all times.
2. You need to be able to deal with the public - the customer is always right!
3. You need to be able to handle money and give the correct change.
4. You will be adding up the customer's order, collecting the money and giving them their change.
5. Familiarize yourself with the Food Stand Coupon and how they work, where to purchase them and how to record them.
6. Let the food stand manager know your supply needs: change, register paper, pens or pencils.
7. **You** are responsible for the cash register and money in it during your shift.
8. **Keep your area neat and tidy and SMILE. Say thank you!**

### B. **Kitchen Food Preparation and Dishwashing. (3-4)** **7:00-11:30 am Shift and 3:30 – 7:30 pm Shifts only** **(Combination of Adults and responsible youth, No young children)**

1. Prepare foods as directed by manager.
2. Help stock kitchen, roasters, grill area.
3. Responsible for keeping work area clean and tidy and the food safe.
4. Cut pies and keep pie cases stocked.
5. Keep refrigerators stocked. (Potato salad, soda, etc.)
6. Keep dishes washed and dried. (The dining room workers should wipe trays with spray bottles unless they are really dirty.)
7. **SMILE**

### **C. Grill Operator (2 adult)**

1. Breakfast - Pancakes, eggs, sausage
2. Regular - Hamburgers, Onions
3. **Empty the grease pan regularly and handle grease safely.**
4. Keep uncooked foods in refrigerator or freezer. Do not leave them sitting out on the counter.
5. Keep grill area clean and tidy and SMILE.

### **D. Grill Assistant (Adult or older youth). 3:30 – 7:30 pm shift only**

1. Fill steam table from grill. Do not handle raw and cooked food at the same time for sanitary reasons.
2. Help grill operator keep freezers and refrigerators stocked.
3. Help keep area clean and tidy and SMILE.

### **E. Beverage Filler (1 Youth)**

1. Fill customer orders of pop, milk, orange juice, and coffee.
2. Do not fill coffee cups until order is placed.
3. Make coffee as needed.
4. Keep area clean. Throw away cups that fall on the floor and keep floor clean and tidy. SMILE.

### **F. Order Takers (1-2 Youth or adults)**

1. These workers will take food orders and then give the order to the Dispatcher.
2. Relay the order to the Steam Table persons in charge of all hot foods.
3. Keep work area neat and tidy. SMILE.

### **G. Order Dispatcher & Food Runner (1-2 Adult or older youth)**

1. This is a **Very** important job. This person receives customer grill orders and makes sure they are delivered to the customer in a timely fashion. Relay food orders, baked potatoes, hot dogs or nacho orders.
2. Help wrap foods for service as required to assure prompt service.
3. Keep work area clean and tidy and SMILE.

### **H. Steam Table Workers**

1. Workers needed at the steam table to fill orders for all cooked foods.
2. Sanitation is extremely important in these areas for food safety. Hair needs to be tied back and out of the face, aprons and plastic gloves must be worn for food handling.
3. Receive orders from Dispatcher and fill as each customer progresses through the food line.
4. Keep food at correct temperatures, stirred and refilled as needed.
5. Inform Food Preparers when food is low and needs to be refilled.
6. SMILE!

## I. Lunch Room Supervisor (1 Adult)

1. This person assures customer comfort and satisfaction and oversees all dining room workers.
2. Direct customer to order window.
3. Supervise Dining Room workers.
4. Make sure tables, floors and chairs are kept clean and orderly.
5. Make sure trays are sprayed and wiped off and returned to counter.
6. Make sure condiment table is kept stocked.
7. Make sure waste baskets are emptied on a regular basis.
8. Watch that all customers get their orders in a timely fashion.
9. SMILE

## J. Table and Dining Room clean up (2-4 Youth) Great job for Cloverbuds!

1. Bus dirty dishes from tables.
2. Wipe off trays and return to counter.
3. Wipe off tables and chairs both inside and outside building.
4. Keep eating area clean and tidy.
5. Keep garbage cans empty.
6. **SMILE SMILE SMILE.**

**Please cooperate with the food stand managers. They are responsible for overseeing that all food preparation and service is done according to state guidelines. Follow their instructions to help make your experience in the food stand a safe and productive time.**

### Parents Please Note

**DO NOT bring your young children (younger than 4-H age) with you when you come to work in the food stand. This can be a dangerous place for a young child, with all the activity and very hot food. We don't want anyone getting hurt.**

**EVERYONE please remember - you represent Clay County 4-H while you're working, so customer courtesy with a SMILE is IMPORTANT.**

**Thank you for your cooperation and for working in the 4-H food stand.**



### **CLUB LEADERS:**

**PLEASE GO OVER THIS ENTIRE MANUAL WITH YOUR CLUB DURING YOUR MONTHLY 4-H CLUB MEETING, AND ONCE AGAIN BEFORE YOUR CLUB IS SCHEDULED TO WORK IN THE FOOD STAND.**

### **Food Stand Sell-Out**

4-H Families are welcome and encouraged to attend the Food Stand Sell-Out at 7pm Sunday evening of the fair. The left-over food products will be for sale at cost. Please come and support Clay County 4-H and buy out the extra food.

# 4-H Food Stand Job Work Sheet

Please coordinate workers with club leaders and independent members assigned to your shift.  
No more than 12-15 people are needed in the food stand per shift.  
Green Team members will serve as Shift Managers.

**Club Name** \_\_\_\_\_

**A. Main Cashier (1 ADULT ONLY)** \_\_\_\_\_

**B. Kitchen Food Preparation and Dishwashing. (3-4)**  
**7 – 11:30 am shift and 3:30-7:30 pm shift only**  
*(Combination of Adults and responsible youth. No Young children)*

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

**C. Grill Operator (2 adults)** \_\_\_\_\_

**D. Grill Assistant (Adult or older youth) 3:30 – 7:30 shift only**  
1. \_\_\_\_\_

**E. Beverage Filler (1 Youth)** 1 \_\_\_\_\_

**F. Order Takers (1-2 youth or adults)**  
1 \_\_\_\_\_ 2 \_\_\_\_\_

**G. Order Dispatcher & Food Runner (1-2 adult or older youth)**  
1 \_\_\_\_\_ 2 \_\_\_\_\_

**H. Steam Table (2 Adult or older youth)**  
1 \_\_\_\_\_ 2 \_\_\_\_\_

**I. Lunch Room Supervisor (1 Adult)** 1 \_\_\_\_\_

**J. Table and Dining Room cleanup (2-4 Youth) Great job for Cloverbuds!**  
1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

**Thank you for all your help and cooperation!**  
**Please return this form to the Extension Office by July 1, 2014.**

