



4-H Food Stand Manager

Job Description

4-H Leaders Association
Brown County

Purpose

To manage the Brown County 4-H Food Stand at the 2010 Brown County Fair (BCF) as directed by the Brown County 4-H Leaders Association and with the assistance of a paid Assistant 4-H Food Stand Manager and volunteer help from 4-H families, including youth and adults.

Position Appointment

This position is selected and hired annually by the Brown County 4-H Leaders Association and the 4-H Youth Development Educator by the May meeting.

Length of Commitment

June 1 – September 15

Time Required

- Approximately 12 hours will be required before the Brown County Fair to finalize menu with the Brown County 4-H Leaders Association, locate equipment, order supplies and prepare food stand for operation.
- Approximately 48 hours, or about 8 hours per day, will be required beginning the day before the Brown County Fair opens, each day of the fair, and the day after the fair. Actual hours of operation to be determined by Brown County Fair Board.
- Approximately 10 hours will be required after the Brown County Fair to clean, pack and return items used in the food stand, return items to vendors, and complete the financial records.

Responsibilities

- Research best pricing and contact vendors for donations or to order food, condiments, beverages and paper products needed for the operation of the food stand during the BCF. Make arrangements for delivery and pick-up.
- Obtain, complete and submit all required paperwork for the 4-H food stand (i.e., BCF, City of De Pere, etc.) on or before designated deadline.
- Request any needed payments to accompany required paperwork from the Brown County 4-H Leaders Association Treasurer on or before the first Tuesday of the month (Leaders Association meeting date) or at least 14 days prior to the date the check is needed for submission.
- Work with the Brown County 4-H Staff to ensure that adequate publicity promoting the 4-H Food Stand is designed, printed and distributed.
- Make sure all equipment is in working condition prior to and during the BCF. Obtain and schedule the delivery and return of rented equipment (refrigerator, freezer, etc.)
- Clean and sanitize all BCF food stand equipment.
- Provide appropriate written information to clubs on the operation of the food stand during their shift, prior to the BCF such as number of adults, youth needed, appropriate attire, arrival time, training, etc.
- Prepare menu boards to be posted, and laminated menus to be placed on the food stand counters for easy viewing of items available.
- Train the Assistant Brown County 4-H Food Stand Manager in duties they are responsible for during their shift at the BCF. Provide leadership and support to this person throughout the BCF.

- Experiment with food item measurements to obtain the most cost-effective and quality product for each menu item. Document the measurements and preparation of each food item, laminate and have available for food stand workers to use.
- Obtain starter cash check from the Brown County 4-H Leaders Association Treasurer three (3) weeks prior to the fair. Decide with the 4-H Treasurer as to how food stand deposits are to be handled.
- Be aware of and enforce all health and safety rules in accordance with State and BCF guidelines.
- Oversee the operation of the 4-H food stand and work with the Assistant to assure coverage during the BCF. This will include working with each shift's workers to train them on start-up and closing (where applicable) food item preparation; food safety; cleanliness of food prep, food stand and dining areas; where food, beverages, paper products, etc., are located, and any other items workers should be aware of.
- Assure all appliances remain in working order and adhere to food safety regulations during the BCF. Record start-up and closing temperatures in the log book.
- Make daily/nightly deposit of receipts.
- Retain receipts of all purchases made for the food stand.
- Document all items ordered, usage, run out of, needed to purchase (after original order) left-over, equipment failures and/or breakage, and any items that would be important to have a record of.
- A reconciled, written financial report that must include all food stand purchase receipts and bank deposit must be submitted to the Brown County 4-H Leaders Association Executive Board to review by their September meeting.
- Once the review has occurred and is deemed balanced and appropriate, and all records and equipment have been returned to the UW-Extension office, payment will be made to the Brown County 4-H Food Stand Manager within 7 days by the Brown County 4-H Leaders Association.

Qualifications

- Applicant must be at least 21 years of age.
- Applicant must have completed the Wisconsin 4-H Youth Protection process (4-H application form, 4-H enrollment form, background check, Volunteer Orientation) or complete the process at least two months prior to the Brown County Fair.
- Applicant should possess good managerial, organizational and communication skills.
- Applicant should have education, training and/or experience in food service.
- Applicant should have a sincere interest in working with youth, parents, volunteers, vendors, general public, and 4-H Youth Development staff.

Resources & Support Available

- Brown County 4-H Leaders Association
- Brown County 4-H Staff

Supervisor

Brown County 4-H Leaders Association

Salary

\$800.00

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