

Sauk County 4-H Food Stand Manager Job Description

Purpose:

To run an efficient food stand at the Sauk County fair that provides a major source of fundraising dollars within the Sauk County 4-H program. The food stand promotes 4-H youth by providing a positive and fun learning experience. The food stand will provide opportunities for 4-H members, leaders and parents to work together to develop teamwork and leadership skills.

Qualifications:

1. Applicant must be at least 21 years of age.
2. Applicant must have completed the Wisconsin 4-H Youth Protection Process (4-H application form, 4-H online enrollment form, background check, Volunteer orientation) or complete the process at least two months prior to the Sauk County Fair.
3. Applicant should possess good managerial, organizational and communication skills.
4. Applicant should have education, training and or experience in food service and understand food service management.
5. Applicant should have a sincere interest in working with youth, parents, volunteers, vendors, the public and the 4-H staff.
6. Applicant should be aware of requirements for safety and sanitation in food service.
7. Applicant must have a food manager certification prior to April 1, 2018. See DATCP Food Manager Requirements.
8. Applicant will obtain a Temporary Restaurant License for the 4-H Food Stand.
9. Applicant should be able to supervise youth and adult volunteers in a positive manner.
10. No smoking or consuming alcohol while on duty.

Responsibilities/Duties:

The 4-H food stand manager is responsible for coordinating the overall operations and ordering for the 4-H food stand at the Sauk County Fair. The job includes work performed before, during and after the fair.

Pre-Fair:

1. Prepare a menu, and set prices.
2. Contact food vendors regarding product availability and pricing for the menu.
3. Verify food Stand inventory (non- food items and equipment) based on previous year's list.
4. Meet with the Sauk County Senior Leaders at 6:30 on the 4th Tuesday in April and May to finalize pricing and equipment needs.
5. Order food, containers and other supplies, etc. from appropriate sources.
6. Obtain any necessary licenses or permits for health and safety on or before designated deadlines.
7. Check to see that all equipment is in working order.
8. Schedule vendors and deliveries after the approval at the April or May Senior Leaders meeting.
9. Clean and sanitize all food stand equipment.
10. Contact repairmen, electrical hookups, and purchase of materials necessary for proper maintenance of the food stand. All repairs over \$100 need to be approved by the Senior Leaders Board.
11. Provide appropriate written information to clubs on the operation of the food stand during their shift to the fair, such as number of adults and youth needed, proper attire, arrival time, etc.
12. Prepare menu boards to be posted and laminated menus to be placed on food stand counters for easy viewing of items available.
13. Experiment with food item measurements to obtain the most cost – effective product for each menu item. Document the measurements and steps for preparing for food item, laminate and have available for food stand workers to use.
14. Decide with the Sauk County Senior Leaders Board how food stand deposits are to be handled.
15. Ensure that adequate publicity of the food stand is designed, printed and distributed before and during the fair.

During the Fair:

1. Oversee the operation of the 4-H food stand and assure coverage during the Sauk County Fair. 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 the food, beverages, paper products, etc., are located, and any other items workers should be aware of.
2. Be aware of and enforce all health and safety rules in accordance with the state and local guidelines.
3. Open the food stand each day of the fair.
4. Monitor and order food supplies as necessary.
5. Receive deliveries.
6. Retain receipts of all purchases made from the food stand.
7. Document all items ordered, usage, shortages, amount left over, equipment failures and or breakage, and any other items that would be important to have a record of.
8. Follow cash handling procedures.
 - a. Cash from the food stand cash box may not be used to purchase items.
 - b. Reimbursement for emergency purchases will only be made upon presentation of the sales receipt at the time the deposit is being completed.
 - c. Deposits:
 - i. Money is to be counted and deposits to be made twice daily.
 - ii. Two members of the Senior Leaders Board are to be present twice daily during the fair to count money, prepare the deposit slip and sign verifying the amount is correct.
 - iii. Cash should not be counted in the food stand; but at a secure spot within the fairgrounds.
9. Communicate with Senior Leaders Board as necessary to resolve any problems that arise.
10. Must be available in person or by phone during all shifts even the food stand is open.
11. On the last day of the fair, inventory remaining products and sell remaining perishable food.

Daily Responsibilities: (Some may be delegated, but must be completed)

1. Clean all equipment, and preparation and storage areas.
2. Empty garbage's.
3. Prepare daily deposit to bank and get change as needed.
4. Prepare cash box at shift change and secure daily.
5. Bookkeeping.
6. Open and close the food stand (must be done by manager).
7. Report any accidents, injuries or serious complaints to the proper authorities within 24 hours of occurrence.
8. Wash towels, rags, aprons, etc., at least daily.
9. Other responsibilities as needed.

Post Fair:

1. Clean up and shut down the food stand. Food stand must be shut down by one week after the fair.
2. Arrange for returns/storage or sale of unused products.
3. Any equipment such as keys, etc. Must be returned to the 4-H office within 7 days after the fair.
4. Inspect equipment and report any necessary or replacements to the Senior Leaders.
5. Update food stand inventory (nonfood items and equipment).
6. Attend the September or October Senior Leaders meeting with summary reports (the 4th Tuesday at 6:30 at the West Square Building). Summary reports for this meeting will include:
 - a. A reconciled, written financial report that must include all food stand purchase receipts bank deposits.
 - b. An updated inventory of nonfood items and equipment
 - c. Written recommendations for improvement, or replacement.
7. Once the review has occurred and has been deemed balanced and appropriate, payment will be made to the food stand manager within 7 days by the Sauk County Senior Leaders Executive Board.

Time Commitment:

During the fair:

- Plan to arrive by 9:00am to open the food stand by 11:00am.
- The food stand will close at 7:00pm.
- Plan to stay until 8pm or 9:00pm to clean up and prepare for the next day.
- Food stand manager can delegate responsibilities, but must be available always by phone or in person.
- It is expected that the food stand manager will be present at least 8-10 hours per day during the fair.

Compensation:

The Sauk County Senior Leaders will pay the food stand manager a total of \$1000.00 for a successful completion of the duties described above (including pre – fair, during the fair, and post fair).

The contract may be terminated at any time for cause as determined by the Sauk County Senior Leaders Board.

** All purchases or rentals of equipment over \$100.00 must be approved by the Senior Leaders; this includes appliances, cooking utensils, cooking equipment, aprons, or anything else other than food or cleaning supplies.