

Miami County 4-H Food Stand Guide 2017

Why Concession Stand:

- Only Fundraiser of 4-H Council
- Pay for Awards
- 4-H Club Day Ribbons & Expenses
- 4-H Regional Day Ribbons
- Perfect Attendance Scholarships
- Scholarships for National Conferences

General Information

All 4-H Food Stand Workers are volunteers. No one is paid to work in the foodstand.

4-H youth “learn by doing” as they work side-by-side with adults in the Food Stand. Youth learn Customer Service, Time Management, and Team Work Skills.

A positive attitude, teamwork and a smile are the most important ingredients for success.

Food Stand Jobs:

Supervisors: Barb Fisher & Karla Hightower

Club Shift Managers: Make sure each club worker knows where supplies and items are. Make sure that each club shift changes occurs and that each station is manned.

Grill Cook: 1 adult to operate the grill and cook.

Hamburger Prep: 1 older youth or adult to prepare the hamburgers to order.

Drinks: 2 youth to help dispense tea, pop, & water.

Cashier: 1 adult who is good at math to man the cashbox.

Order Takers: 2-4 youth to take orders.

Servers: 2-4 youth to deliver orders to customers.

Food Stand Operations:

- ◆ Each club needs to properly staff the foodstand for your assigned shift.
- ◆ Give your workers a break during slow periods. When they leave tell them to return at a specific time.
- ◆ The cashier should be an adult.
- ◆ **NO EATING IN THE FOOD STAND.**
- ◆ **DRINKS–** No Refills on cups or mugs. Use a clean cup each time.
- ◆ Clean Foodstand and outside counters and tables during each shift.
- ◆ Help the next group of volunteers with procedures and where supplies are kept.
- ◆ Put all garbage in plastic bags. When the bag is full, tie & place in dumpster.
- ◆ Keep the grease pan from the grill emptied.
- ◆ Serve the customer properly and with a smile by giving them all necessary accessories to go with order. Spoons, Forks, etc.
- ◆ Each worker may have a **FREE DRINK** for working the foodstand. **All FOOD & DRINK must be ate outside the concession stand.**
- ◆ If you have a problem, please find Karla or Barb and ASK! Phone numbers are available on a sign by the door.
- ◆ Use the correct order forms: Breakfast, Full Menu, or Drinks Only.
- ◆ **KEEP ALL** Order Forms by putting completed ones in the box.
- ◆ The last shift of the day is to leave the Food Stand ready to operate the next morning and super clean! Use the Clean-up checklist provided.

Smile, Have Fun, & Keep a Positive Attitude!

Dress Code:

- **Wear Clean Clothing**
- **Hair should be pulled back, above shoulders, and wear a clean hat.**
- **Please wear clean, closed-toe shoes (no flip flops or sandals)**
- **Wear food approved gloves when handling any food or drink.**

Food Preparation:

Instructions for each station is posted on signs on the wall by that station. Please follow these instructions.

Breakfast is served until 10am.

Thaw Taco Meat in Refrigerator overnight.

Use plastic containers in another container of ice for Hamburger Prep Station.

Prepare Lettuce, Onion, and Tomatoes if available for Hamburger Prep.

Keep Condiments in ice.

Remember that Outside Windows do not have access to Condiments, so put condiments on orders in the food stand.

Cash & Deposits

Starting cash is in the Freezer.

If you need extra change, after looking in the Freezer of the Refrigerator go and see Karla in the Fair Office as she has change.

Put large bills and extra money in the bank bag in the Freezer.

At the end of the night, please count money and make note of how much it is on the Ending Balance Sheet.

Food Safety

- * **WASH HANDS BEFORE YOUR SHIFT IN THE FOOD STAND!**
- * **All food should be covered in foil or in plastic bags.**
- * **Keep hot foods warm and cold foods on cool.**
- * **Try to maintain a supply of ready items (onion, lettuce, tomatoes). Do not cut extra onion at night as we cannot refrigerate leftover onion overnight.**
- * **Limit entry to Refrigerator and make sure the door is closed completely.**
- * **Look for open containers before opening a new container. Check both refrigerators including drawers first.**
- * **Take temperatures of hot foods every 2 hours and indicate on the temperature sheets.**
- * **If you find something isn't working (keeping foods hot or cold enough), please contact Karla or Barb.**
- * **Hot Foods should be above 140°F and Cold Foods below 40°F.**

