

FOOD STAND MANAGER JOB DESCRIPTION

1. JOB SUMMARY:

The Food Stand Manager is responsible for managing all aspects for the 4-H Food Stand during the week of the fair, excluding finances.

2. JOB RELATIONSHIP:

The Manager is directly responsible to the Food Stand Committee under the direction of the 4-H Council and the Norton County Extension Agent(s). The Manager will be hired by the Food Stand Committee with approval by the County Extension Agent(s).

3. JOB SCHEDULE:

The Manager is scheduled to work Monday through Saturday of the Fair. Time will be spent before the Fair ordering food and preparing the Food Stand and also after the Fair to return items and clean up and summarize finances

4. WORKERS SUPERVISED:

The Manager will be available to help the individual clubs as they work each shift during the Fair. Each club is responsible for obtaining their workers and supervising them.

5. JOB RESPONSIBILITIES:

A. Before Fair Week

- 1) Obtain bids for bulk purchases like meat, pop, condiments, etc.
- 2) Make arrangements for meat to be made into patties.
- 3) Obtain bids for pop, beverages, cups and possible trailer.
- 4) Coordinate items to be ordered for the Porkburger Special with that Committee.
- 5) Order remaining food.
- 6) Make arrangements for hamburger buns and ice to be delivered daily to the food stand.
- 7) Have Extension Office make copies of the order pads used at each window to take orders.
- 8) Make menu and price signs- consult with Food Stand Committee on menu and prices.
- 9) Pick up equipment for food stand, which is stored in the Extension Office and 4-H Building.
- 10) Pick up keys for Food Stand and 4-H Building at Extension Office.
- 11) Help with the clean up and set up of the Food Stand on the Wednesday, July 17, 2024 before the Fair with club committees.
- 12) Committees will put together a work schedule of 4-H clubs with final input from 4-H Council.

B. Fair Week

- 1) Pick up order pads, work schedule, etc. at Extension Office.
- 2) Organize the Food Stand.

- 3) Be at the Food Stand when each 4-H Club changes shifts to get them organized and check supplies; get additional supplies if needed.
- 4) Adult at closing of Food Stand and one Food Stand Committee member will count money. Food Stand Committee member will pick up and take to bank depository.
- 5) Adult at closing of Food Stand and one Food Stand Committee member will count money. Food Stand Committee member will pick up and take to bank depository. Will count next day at bank and will ring start up cash.
- 6) Keep accurate records of supplies ordered and expenses and receipts.
- 7) Keep Food Stand opened until 11:00 p.m. each evening or until Grand Stand events are over.

C. Post Fair

- 1) Help with clean up.
- 2) Return items.
- 3) Return items to Extension Office.
- 4) Work with committees to prepare a financial statement including receipts, and expenses.
- 5) Committee will make final payments of expenses and final fee paid to manager.
- 6) Inventory equipment and supplies that are remaining.