

# Clay County 4-H Food Stand Handbook



## **NOTE FOR KEY LEADERS & CLUB SHIFT LEADERS:**

- All workers should read their job description before the County Fair & before working in the Food stand.
- This manual is targeted at 4-Hers and parent volunteers.

## **WHAT IS THE 4-H FOODSTAND ALL ABOUT?**

The 4-H Food Stand at the County Fair is one of two large fundraisers for Clay County 4-H programs that significantly fund the total leader's budget. Each year the Clay County 4-H Leaders receive approximately \$10,000 from Food Stand earnings! The Clay County 4-H Leaders use funds to help pay for our youth to attend events like Project Workshops, Camp Poinsett, Teen Camp Bob Marshall, Performing Arts Camp, Teen Leadership Camp, and State Fair expenses, and even National events like Citizenship Washington Focus, National Shooting Sports, and more. Earnings also fund training for 4-H volunteers, program materials and supplies, prizes, scholarships, and awards (like plaques, ribbons, record judging pins, and leader pins) used at Recognition event and throughout the year. Without the Food Stand, many of the events would look very different and participants would have to pay more.

Your 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 members are expected to help fill the job positions. Each shift needs 8-12 positions filled. Smaller clubs will be assigned together if they can't fill a full shift. Larger clubs may fill 2-3 shifts. 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. There are job descriptions included in this handbook. Whichever club you are in, you will have a responsible adult (usually your club leader) during your shift. **Cloverbuds are not expected to help in the food stand.**

Everyone should check in with the Club Shift Leader as you arrive to review your job posting. Please stay at your job until you have trained someone to fill your position and how to restock supplies. Check-in with your Club Shift Leader with any problems. You make the food stand run smoothly! You are expected to cooperate with food stand leaders. If you think there is a better way, please make suggestions, but remember you are present for a short amount of time, while managers have planned before the County Fair and will be there until the end. Suggestions are welcome and new members for the Food Stand Committee are welcome! There will be a notebook for submitting ideas or you can tell your club leader or Club Shift Leader. The managers are responsible for overseeing all food preparation and service, according to SD State Department of Health Guidelines. Following instructions will help your experience in the food stand be safe, productive, and satisfying.

## A Note on Demolition Derby Night

The crowds and the demand on the food stand just before and during the Demolition Derby means that we need everyone's help! Any parents, adults, and Senior age 4-Her's who are available can help inside the food stand. Because it is so busy, we do not want the younger 4-H members inside at this time. The younger members can sell pop, popcorn, and hot dogs out in the stands. Inside the food stand, the popcorn, hotdogs, and other hot food can be prepped ahead of time and wrapped in foil in a roaster for quick service.

### **FOOD SAFETY**

Everyone who works in the food stand and helps prepare or serve food has an obligation to keep food safe and prevent any food borne illness! Bacteria are the most common cause of food borne illnesses, and they can be destroyed by proper hand washing and cooking, and they can be prevented by following safe handling procedures. A food borne illness can be very serious for high risk people including young children under age 7, the elderly, and people who are already sick or on medication.

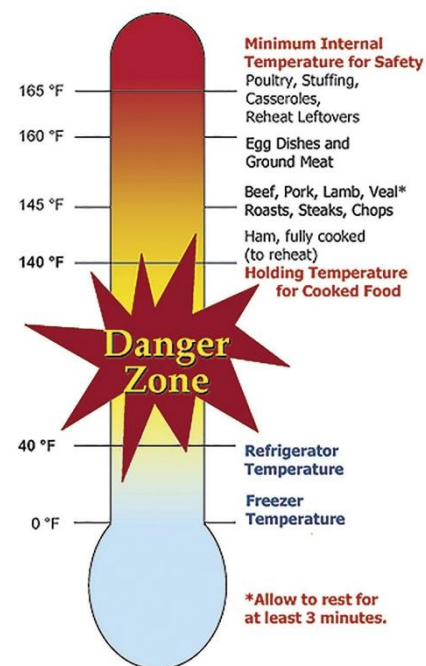
Proper hand washing is the most effective way to stop the spread of illness! You should wash your hands every time after you use the restroom, cough or sneeze, or touch sores, hair, or cuts. Bacteria love dirty hands! You should:

- Use warm running water and soap.
- Rub hands together for 20 seconds – wash the fronts, backs, in between fingers, and fingernails. Sing the happy birthday song twice.
- Rinse and dry with a single use paper towel.

Bacteria can be transmitted just as easily with gloves as with bare hands! You still need to wash your hands before you put gloves on, after you take them off, and after touching anything that might contaminate them. You should change your gloves if they get a rip. Gloves should only be used for one task! For example, handling hot dogs, cutting pie, etc. **If you are handling money, you should not also be handling food!**

Some other food safety precautions we can take in the food stand include:

- Keeping food out of the “danger zone” (temperatures between 40°F and 140°F; where bacteria like to grow best)
  - Using a food thermometer to make sure the hot food is kept hot – at least at 140°F.
    - Temperature should be checked and recorded every 2 hours.
    - Discard after 4 hours if food is not kept above 140°F.
  - Make sure that cold food is kept cold less than 40°F – in the cooler, on ice, etc.
    - Cooler temperature should be checked at least twice per day (at opening and closing) and the temperature should be recorded on the check sheet posted on the front of each cooler.
- Using a food thermometer to make sure we are cooking food to a safe temperature.
  - Hamburgers should be cooked to 165°F, Chicken to 165°F, Pork to 155°F, Eggs 145°F, Reheated items to 165°F



- Avoiding Cross-Contamination –Change gloves and wash hands anytime switching between raw and cooked food, in addition to any tray, cutting board, or utensil that came in contact with a raw food should not be used for cooked food or any other food. Wash it or get a new one.
- Any boxes or coolers that do not fit on a countertop cannot be on the floor. Please use the provided shelving to keep things off of the floor.
- Having a good supply of dishcloths – wet or damp dishcloths provide ideal environment for bacteria to grow.
- Keep wet wash cloths in soapy water bucket or sanitizer buckets – wet wash cloths should not be left out on the counter.
- If hot food needs to be chilled and saved, portion into containers (no more than 2 inches deep) that will allow quick cooling and label all containers. There are square, clear food service bins with lids. If there is too much it can be spread in the metal food service pans and covered with foil/saran wrap.
- If you are not feeling well or have had a known illness within the last 48 hours, please do not come work in the food stand.

### Ice Handling Procedures:

- Ice should be dispensed using a plastic ice scoop, not your hands or the drinking cup.
- The scoop cannot be stored inside the cooler with the ice. When not in use, it can be stored in its own container.
- If the ice begins to melt too much and there is an excess of water in the cooler, it should be drained outside.
- No food or drink products are to be stored on the ice. It is to be served for drinking containers only.
- The cooler, scoop, and scoop container should be sanitized each night, or more often if needed.

Should we ever be inspected by the South Dakota Department of Health, we want to make sure we are doing everything correctly and safely to prevent anyone from getting sick!



### Sanitation Rules:

- 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 or hairnet.
- Wash hands at start of shift and regularly throughout shift.
- Wear clean clothes, we encourage 4-H attire. Closed-toed shoes are mandatory!
- No Cell Phones!

### Wash, Rinse, Sanitize Procedures for Dishwashing Sink:

- The Dishwashing Sink has a dirty area and a clean/drying area. The dirty area is to be on the left before the sink. The drying area on the right side and the shelving unit at the end of the sink can be used if necessary.
- We use a three (3) compartment sink for a reason. Each compartment has a specific purpose in the dishwashing and sanitizing cycle.
- First Compartment – Detergent Water
  - Should be at a temperature of at least 110°F.
  - Change every ½ hour or if excessive debris is present before the ½ time limit
- Second Compartment – Rinse Water
  - All soap must be rinsed off in this step.
  - Use hot water, change every ½ hour or if it becomes contaminated with soap suds or debris prior to the ½ hour time limit.
- Third Compartment – Sanitizing Water
  - Should be at a temperature of at least 75°F.
  - This is a sanitizing solution must be mixed to the correct proportions and tested with the specific test strips every 4 hours.
  - To properly mix sanitizer:
    - Fill the sink with lukewarm water (75 degrees) – to the fill level line.
    - Dilute the sanitizer per label instructions and add it to the water. Be cautious not to get the concentrated sanitizer on your skin or near your eyes.
    - Use the test strips to check the water and make sure it is at the correct level. Too much or too little can be dangerous.
    - Change sanitizer solution and retest every 4 hours or sooner if becomes contaminated with debris.
    - Fill out the white board near the sink stating the time of the sanitizer test strip reading.
- Any large quantities of food need to be scraped off and put in the trash before entering the water.
- All dishes going through the 3-compartment sink should be air-dried. The shelving unit at the end of the sink can also be used if there is too much.
- All sinks must be cleaned before each use and should also be cleaned between water changes.
- All serving utensils (Spoons, Tongs, etc.) should be washed every 4 hours.

## **Dress Code:**

- Hair tied back
- Clean hats, head coverings, or hair net for each person working with food
- All workers must wear closed toed shoes – no flip-flops or bare feet are allowed inside
- Please change clothes/shoes if you have been working in the livestock barns before coming in for your shift
- Adhere to 4-H event dress code standards:
  - No clothes with open backs, midriffs, or chests
  - Clothes should be in good condition
  - No clothes with inappropriate logos or inappropriate logo placement
- 4-Her's with improper attire will be asked to change and may risk losing premiums.
- Dress code standards are for food safety, your own safety working around food and kitchen equipment, and your representation of 4-H - a national youth organization.

Remember, you are representing 4-H while you are working in the food stand! Good customer service is important – smile and be polite!

Only 4-H members and their families are to be in the food stand. Non-Members will be asked to leave.

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. We do not have 4-H insurance on those who are not members of a club. 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 Sunday after clean up. 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.

## **FOOD STAND CHARGE POLICY** (new in 2022)

All 4-H families are permitted to charge a balance to the Clay County 4-H Leaders Association for reasonable and expected costs associated with membership, at the discretion of the Leaders. All 4-H families are also permitted to charge a balance to the 4-H Food Stand during the Clay County Fair. It is expected that any balance due is paid in full within 30 days of receipt of the bill from the 4-H office acting on behalf of the Leaders. One reminder will be sent following 30 days past due. Should balances not be paid in full by November 1 of each club year, 100% of any awards, premium money, fruit sale rebate, or other participation incentives will be withheld from all enrolled members of that family until the balance is settled. Should unforeseen financial circumstances prohibit a 4-H family from settling its balance owed, they must contact the 4-H office as soon as possible to identify a solution to reconcile the balance.

## Job Descriptions

### **Food Stand Committee Leader (1 Adult Club Leader as assigned)**

1. This person assures customer comfort and satisfaction and oversees all food stand workers.
2. At the start of the shift review work assignments and direct workers to their scheduled area.
3. As workers arrive, remind them to wash hands, put on hat or hairnet and tie back hair.
4. Enforce hand washing and glove changing.
5. Please feel free to ask member or adult workers to ask you to help with these tasks.
6. Supervise that all areas of safe food handling are being followed.
7. Check hot food temperatures using a food thermometer every two (2) hours.
  - a. Thermometers should be sanitized after each food item check. Use an alcohol wipe or the sanitizer sink (thermometers are not submersible).
  - b. Using a food thermometer to make sure the hot food is kept hot – at least at 140°F.
    - i. Temperature should be checked and recorded every 2 hours.
  - c. Discard after 4 hours if food is not kept above 140°F.
  - d. Any reheated items need to be heated to 165°F
8. Check and record the sanitizer levels in the sanitizing sink every four (4) hours.
9. Food stand thermometers should have been calibrated prior to fair opening, but if any are dropped, please return to the kitchen for re-calibration.
10. At closing, gather all money and give to appropriate person for counting.
11. Watch that all customers get their orders in a timely fashion.
12. As food is running out, or if there are problems with the food, communicate with the food stand cook.

### **Second Club Leader or Adult (1 Adult Club Leader or 1 Adult)**

1. Communicate with the Food Stand Committee Leader.
2. As workers arrive, remind them to wash hands, put on hat or hairnet and tie back hair.
3. Enforce hand washing and glove changing.
4. Once per hour, make sure picnic table area is kept clean and orderly and tables are wiped off and the condiment table is kept stocked; check garbages outside.
5. Make sure all foods inside are kept stocked and drinks are made.
6. Check on the dishwashing water – it should be hot and reasonably clean. Try not to let the dishes pile up – do dishes as they are used.
7. Food stand thermometers should have been calibrated prior to fair opening, but if any are dropped, please return to the kitchen for re-calibration.
8. Cut and package pies as needed.
9. At closing, gather all money and give to appropriate person for counting.
10. Watch that all customers get their orders in a timely fashion.
11. As food is running out, or if there are problems with the food, communicate with the food stand cook.
12. Pull the Charge Slips each hour and at the end of each shift. Double check that each slip has a name on it. If not, see if you can remember who's it might have been.

## **Kitchen Helper: (1 older 4-H Member or adult)**

1. Washes hands routinely when entering the foodstand, kitchen areas
2. Reports to the 4-H Kitchen at 8:00 to assist with any food prep needed
3. Responsible for bringing items from the kitchen to the food stand as needed throughout the shift
4. Communicates any additional supplies needed, any issues/concerns from the food stand to the food stand manager
5. Washes dishes, cuts pies and boxes pie slices
6. Restocks fridges throughout the shift

## **Food Station Worker (2-5 Adults or older youth; depending on day & shift)**

(Breakfast items, hamburgers, hotdogs, nachos, walking tacos, etc.)

1. This person works in the back area to prepare and retrieve menu items as directed.
2. Sanitation is extremely important in these areas for food safety. Hair needs to be tied back and out of the face and plastic gloves must be worn for food handling.
3. Receive orders and fill for each customer.
4. Need to know correct portions and ingredients for menu items to prevent waste.
5. Keep food at correct temperatures, stirred and refilled as needed.
  - Using a food thermometer to make sure the hot food is kept hot – at least at 140°F.
    - Temperature should be checked and recorded every 2 hours.
  - Discard after 4 hours if food is not kept above 140°F.
  - Any reheated items need to be heated to 165°F
6. Responsible for keeping work area clean by wiping down food station routinely through shift
7. Responsible for assembling and wrapping food for customers
8. Inform Food Stand Committee Leader when food is low and needs to be refilled.
9. Keep up with coffee and ice tea supply.

## **Grill Operator (1 Adult)**

1. Prepare grill items per menu and instructions.
2. Empty the grease pan regularly and handle grease safely.
3. Keep uncooked foods in refrigerator. Do not leave them sitting out.
4. Keep raw food and cooked food supplies and utensils separated.
5. Make sure meats are cooked to proper internal temperature. See below.
6. Keep grill area clean and tidy.
7. Clean grill at closing time.
8. Hamburgers should be cooked to 165°F; check using a clean thermometer.



## Order Taker/Window Worker (3-6 Youth, age 12 and up; 1-2 Adults to help supervise; depending on shift)

1. You need to be able to deal with the public and have good customer service.
2. **You need to be able to handle money and give the correct change.**
3. Responsible for taking orders and relaying the order to the food station worker to fill
4. Obtains cold items (pop, milk, salads, wraps etc..) from the refrigerator for the customer
5. Obtains ice cream items for customers from freezer
6. Pours ice tea following ice handling procedures correctly
7. You will be adding up the customer's order, collecting the money and give correct change.
8. Know how the system for charging accounts works. See the order form to the right. →
  - a. Always use an order form even if a person is just ordering a beverage, this is needed for Raven to tally after the fair.
  - b. Clearly write their **full name and club** at the top of each order.
  - c. Use numbers, not a tally system for individual items.
  - d. **Charge accounts are for 4-H members and families only. If you aren't sure, politely ask!**
9. Familiarize yourself with the Food Stand Meal Tickets (usually for judges) and how they work.
10. Able to explain how and when the Clay Union Voucher may be used to customers.
11. Fill out the Walking Taco form correctly.
12. Let the food stand leader know your supply needs: change, charge forms, pens or pencils, calculators.
13. Let the food stand leader know if your register is getting too full or you need more of something.
14. **If you are handling money, you should not also be handling food.**

### 4-H FOOD STAND MENU PRICES 2017 <sup>L</sup> ONLY 4-H FAMILIES CAN CHARGE!!!!!!

NAME Chris Clover

| HOW MANY? | FOOD ITEM   | PRICE  |
|-----------|---|--------|
| 2         | Tavern  | \$3.00 |
|           | Hot Dog   | \$1.50 |
| 1         | Hot Dog with Cheese                                     | \$1.75 |
|           | Coney Island  | \$2.25 |
|           | Coney Island with Cheese                                | \$2.50 |
|           | Chicken Salad Wrap                                      | \$3.00 |
|           | Hamburger   | \$3.50 |
| 3         | Cheeseburger  | \$3.75 |
|           | Nachos  | \$3.00 |
|           | Nachos with Meat  | \$3.50 |
|           | Sides – potato salad, macaroni salad, coleslaw or beans | \$1.00 |
|           | Potato Chips  | \$1.00 |
|           | Dill Pickle   | \$1.00 |
|           | Popcorn (evening only)                                  | \$1.00 |
|           | Schwan's Ice Cream Bar                                  | \$1.00 |
|           | Schwan's Root Beer Float Bar                            | \$1.00 |
|           | Schwan's Ice Cream Sandwich                             | \$1.00 |
|           | Schwan's Fudge Bar                                      | \$1.00 |
|           | Schwan's Ice Cream Cup                                  | 75¢    |
| 11        | Pie   | \$3.00 |
|           | Pie with ice cream                                      | \$3.50 |
|           | Fresh Brewed Ice Tea or Lemonade                        | \$1.00 |
| 4         | Pop: Coke, Diet Coke, Mello Yello, Sprite, Root Beer    | \$1.00 |
|           | Bottled Water   | \$1.00 |
|           | Juice: orange, apple, grape, cranberry                  | \$1.00 |
|           | Milk  | \$1.00 |
|           | Coffee  | 50¢    |
|           |   |        |
|           | <b>BREAKFAST ITEMS</b>                                  |        |
|           | Sausage/Egg /Cheese Muffin                              | \$3.50 |
|           | Doughnut or Roll  | \$1.00 |
|           |   |        |
|           | <b>FRIDAY NOON SPECIAL</b>                              |        |
|           | Grilled Chicken Sandwich, one side and drink            | \$5.50 |
|           | Grilled Chicken Sandwich Only                           | \$4.00 |
|           |   |        |
|           | <b>SATURDAY NOON SPECIAL</b>                            |        |
|           | Walking Taco and drink                                  | \$5.50 |
|           | Cheeseburger, one side and drink                        | \$5.50 |
|           |   |        |
|           | <b>TOTAL</b>  |        |

## Morning Opening Shift Duties

**Food Stand Committee Leader in charge, please arrive ½ hour before the scheduled opening food stand hours.**

|   |
|---|
| 7:30 a.m. Wash Hands upon entry to the food stand   |
| Take Grill outside carefully and place on side of the building  |
| Put away all dishes that were washed the night before and laid out to dry in proper bins, designated spaces.  |
| Fill Green Buckets with soapy water and Red Buckets with sanitizer per directions –   |
| Wash and sanitize all hard counter surfaces in the food stand   |
| Check and record cooler temps in 3 coolers and 2 freezers   |
| Have 4-Her's Wipe tables and benches down outside – each area – leave buckets on cart outside   |
| Make sure we have enough charge slips for the day – obtain from 4-H office if low   |
| Put money in drawers – Treasurer will come to the food stand with money   |
| Make coffee – 12 cup pot – brew both sides – directions are posted by coffee pot  |
| Make sure rolls are in the food stand – put at the bottom of the pie wedge rack   |
| Check Ice Tea Cambros to ensure gasket and spigots are properly inserted. Make sure iced tea is made – 3 gallons each, fill the Cambro and remake ice tea – directions posted by tea supplies   |
| Set out napkin holders (check to make sure they are full of napkins, silverware, creamer, etc. on green tables by windows   |
| Fill ice coolers – wear clean gloves – place sanitized scoops in green bins next to ice cooler  |
| 8:00 a.m. open windows for business. Thursday: open at 10:00 a.m.   |
| 8:30 am Start taco meat in crockpots (Thursday) or roasters (Friday/Saturday. Need to be heated to 165°   |
| 8:30 Make sure nacho cheese has extra bag warming inside – spike extra bag with spigot for quicker transition when changing bags. Do not discard Valves – disassemble, wash, rinse and sanitize.  |
| 8:30 Go to kitchen to get designated items – see chart below for and estimate of what will be sent  |
| 9:00 Cut pie – fill pie rack – fill from back so oldest pie is in the front.  |
| 9:30 Friday and Saturday Only: Put 20 lbs of pork loin in a roaster with 4 cups apple juice and 4 cups water. Reheat to 165 degrees. Check temp before serving. Reheat additional bags of pork in electric skillet to 165 with some water and add to roaster as needed. |
| 10:00 Set hot dogs on rollers: Start ½ full – go to full at 10:30 on Friday and Saturday. Start heat at level 6 or 7. Add additional hotdogs to the back of machine, move cooked hotdogs forward. Check temp: 165degrees before serving.                                |
| 9:45 am. Fill Condiment holders with onions and pickles (2 well condiment holder with blue inserts)   |
| 10:00 Set out ketchup, mustard, relish, onion, and pickles  |
| 10:30 Go to kitchen to get remainder of designated items (see chart below)  |
| 10:30 – Start grill and begin grilling hamburgers at 10:45 am to a temp of 165. Use a clean plate to transfer cooked hamburgers to a crockpot/roaster in food stand. Clean grill, empty grease tray as needed throughout shift.   |

Note: Items can be brought up to temperature quickly by using a skillet or roaster, and then transferred to a crock-pot to keep warm. A crock-pot will not heat items quickly enough for what is needed.

## Shift Change – Leaders and Members

- Wash hands in popcorn room before starting shift.

### **Outside Duties:**

- Discard soapy water and sanitizer solution in red and green buckets. Make a new solution for red and green buckets – follow instructions for making sanitizer.
- 2 people - Restock outside napkins, silverware, ketchup, mustard, pickles, onions.
- Clean outside condiment table with soapy water and sanitize (red and green buckets)
- 1 person – wipe window counters with soapy water and then sanitizer (red and green buckets)
- 3 people – pick up trash outside, break down boxes, empty trash cans, haul trash to dumpster on street.
- Wash and sanitize picnic tables in both areas.
- Wash hands in popcorn room when you return from outside duties.

### **Inside Duties:**

- **Change out all serving utensils at beginning of shift.**
- **Change out roasters/crockpots as soon as convenient – don't use the same roaster all day- food gets burnt on and affects taste.**
- Wear gloves when working with food items.
- Change gloves often, wash your hands before you put on new gloves.
- Wash your hands if you switch jobs, if you leave the food stand, if you use your phone, if you touch your face with your hands.
- Do not handle money if you are preparing food.
- Do not prepare food if you are handling money without washing your hands first and putting on gloves.
- Make sure charge slips from previous shift have been turned in.
- Ensure all workers have closed toed shoes and are wearing a hat/hairnet while working in the food stand.
- No children under 4-H age allowed in the food stand.

## Evening Closing Shift Duties

|  |
|--|
| Wash, rinse and sanitize counters.   |
| Wash, rinse, sanitize, and air dry all dirty dishes. Can place clean dishes on clean counters – put down towels to absorb water. DO NOT dry dishes with towels.  |
| Store leftover food and clean roasters<br>*hot dogs - discard – write down number<br>* taco meat – place in shallow 2 inch deep or less pan, place in fridge– mark as reheat<br>* Hamburgers – discard – write down number discarded |
| Make sure buns are wrapped up  |
| Refill Chip clips with chips. Make vertical rows all one kind of chip  |
| Refill front coolers (left and right) with cold pop and water from the back refrigerator. Follow pop shelf labels for proper placement   |
| Go to the Storeroom in the 4-H center and using wagon bring back sufficient pop/water of each variety to full restock the back fridge. Return any pop/water to the Storeroom that was not used to restock the back fridge.           |
| Fill back fridge with warm pop according to shelf labels. – On Friday – pull all remaining cold pop out of back cooler and put warm pop in the back of the cooler – otherwise pop will freeze  |
| Wash and Sanitize outside condiment tables- discard pickles and onions – wash, rinse and sanitize condiment holders. Bring condiment tables inside.  |
| Refill silverware bins, straws bins, bins for cups and lids for iced tea, restock salt, pepper, sugar caddies for next day use.  |
| If there is time, take inventory and make a list of items needed for the next day (kinds of pie, salads, nacho cheese, meats, big pickles, hot dogs, buns, etc.)   |
| Lock outside serving windows – bolts are in change drawer. Pull down inside window screens and glass.  |
| Money and charge slips will be collected by Food Stand Committee/Treasurer   |
| Pick up trash outside, tear down boxes, dump trash in dumpster on street   |
| Wipe all tables down in picnic areas   |
| Check and record cooler temps – 3 coolers and 2 freezers – temp sheets on side of each piece of equipment  |
| Ice coolers – dispose of ice in green coolers – Wash, rinse and sanitize cooler, scoop & scoop holder in 3 compartment sink – turn upside and leave to air dry on a towel  |
| Nacho machine – take off lid, wash and sanitize lid. Clean and sanitize drip guard tray. Do not turn off nacho cheese machine at night. Leave valve on bag. Make sure there are two bags of cheese in machine.                       |
| Hot Dog Machine – take apart, wash, rinse and sanitize all parts of machine  |
| Tea Machine – Do not turn off.   |
| Microwave – Wash, rinse and sanitize   |
| Grill – clean. Empty grease. Grill Utensils – wash, rinse and sanitize. Once grill is cooled off and clean, bring inside 4-H food stand for storage overnight.   |
| Popcorn Machine: ensure oil heater and popcorn machine are shut off, wipe down hopper and empty bin of old maids. Put away supplies.   |
| Sweep the floors. If the floors have become sticky or muddy, please mop.   |
| Drain and clean sinks, Put drano down each drain and let set overnight.  |
| Shut off outside lights in both dining areas, shut off lights in stand, leave air conditioner on.  |

## 2023 Food Stand Shift Schedule

### Thursday, August 10

|                    |   |
|--------------------|---|
| 10:00 am – 1:30 pm | Burbank Feeders                           |
| 8:30 am prep       | Food Stand committee member: Katie Carter |
| 1:00 pm – 6:00 pm  | Clay County Flyers                        |
|                    | Food Stand committee member: Patty Waage  |
| 5:30 pm – 9:00 pm  | Jolly JJs                                 |
|                    | Food Stand committee member: Cathy Nelson |

### Friday, August 11

|                    |   |
|--------------------|---|
| 7:30 am – 1:30 pm  | Clay County Flyers                          |
|                    | Food Stand committee member: Patty Waage    |
| 1:00 pm – 5:30 pm  | Meckling Livestock                          |
|                    | Food Stand committee member: Julie Fallan   |
| 5:00 pm – 10:00 pm | Clay County Cubs                            |
|                    | Food Stand Committee member: Rachel Oelmann |

### Saturday, August 12

|                    |  |
|--------------------|--|
| 7:30 am – 1:30 pm  | POW, Dog, Member at Large                                      |
|                    | Food Stand committee member: Lindsey Jennewein/Nadeen Peterson |
| 1:00 pm – 4:30 pm  | Lucky Trailblazers   |
|                    | Food Stand committee member: Nikki Bohnsack                    |
| 5:30 pm – 11:00 pm | 4-H Parents / Jr Ambassadors                                   |
|                    | Food Stand committee member inside: Shelly Hauck               |
|                    | Food Stand committee member outside: Patty Waage               |

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The Food Stand can use fresh produce for the Food Stand menu. If you have an abundance of tomatoes, onions, green peppers, cucumbers, etc. during fair time, consider donating to the food stand.



NEW in 2023! All Club Shifts will be signed up for using Sign Up Genius. Please see the links below. Links will be open for each club to fill until August 7. After August 7, anyone may sign up for any shift they are available to work.

Note: All job descriptions can be found in the pages in this guide! Make sure you are filling jobs with appropriately aged youth or adult volunteers. Please note that some jobs will be dependent on which shift you are working. For example, a club working on Saturday will need more Order Takers than a club working on Thursday during the day.

- Burbank Feeders: <https://www.signupgenius.com/go/20F0449A5AB2AA1FD0-4hfood>
- Clay County Flyers: <https://www.signupgenius.com/go/20F0449A5AB2AA1FD0-4hfood2>
- Jolly JJ's: <https://www.signupgenius.com/go/20F0449A5AB2AA1FD0-4hfood1>
- Meckling Livestock: <https://www.signupgenius.com/go/20F0449A5AB2AA1FD0-4hfood3>
- Clay County Cubs: <https://www.signupgenius.com/go/20F0449A5AB2AA1FD0-4hfood4>
- POW/Dog/Member at Large: <https://www.signupgenius.com/go/20F0449A5AB2AA1FD0-4hfood5>
- Lucky Trailblazers: <https://www.signupgenius.com/go/20F0449A5AB2AA1FD0-4hfood6>
- Saturday (Derby) Night: <https://www.signupgenius.com/go/20F0449A5AB2AA1FD0-4hfood7>
  - All Clubs will need to provide the following number of workers for the Derby:
    - Burbank Feeders: 2 workers
    - Clay County Cubs: 2 workers
    - Dog/Lucky Trailblazers: 2 workers
    - Jolly JJ's: 2 workers
    - Pride of Wakonda: 3 workers
    - Meckling Livestock: 3 workers

**Also NEW an incentive, if you are willing to help out and sign up to work more than 1 shift you will have a chance at winning \$50!!! Each extra shift you work will put your name into a hat where we will draw 2 winners to receive \$50 curtesy of the Leaders Association. Use the links above to sign up where clubs are needing some help.**