

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 so 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, and more. Earnings also fund training for 4-H volunteers, program materials and supplies, prizes, scholarships, and awards (like record judging pins, 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.

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, when 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 or adults who are available can help inside the food stand.

Because it is so busy, we do not want the 4-H members inside at this time. The members should 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. It is also a good idea to have a few cups of each beverage ready as the window can get very busy.

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.

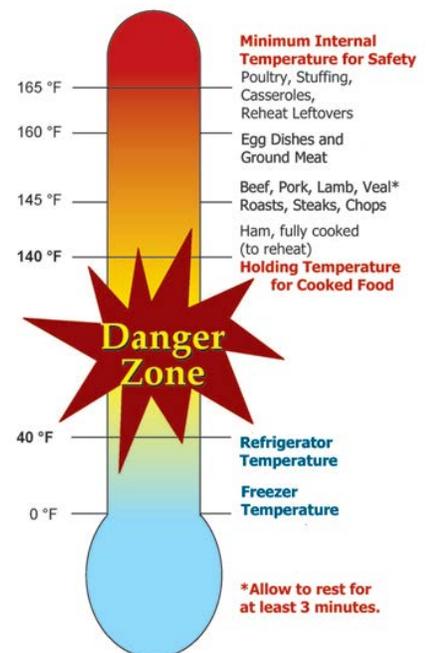
Proper hand washing is the most effective way to stop the spread of illness! You should wash your hands every time after you use the restroom, cough or sneeze, or touch sores, hair, or cuts. Bacteria love dirty hands! You should:

- 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 milk crates 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 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.
- No Cell Phones!

Wash, Rinse, Sanitize Procedures for Dishwashing Sink:

- 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 solution of Quat that must be mixed to the correct proportions and tested with the Quat test strips every 4 hours.
 - To properly mix the Quat:
 - Fill the sink with lukewarm water (75 degrees) – to the fill level line.
 - Measure out the correct amount of Quat and add it to the water. Be cautious not to get the concentrated Quat on your skin or near your eyes.
 - 1 ounce of Quat per gallon of water – Use the fill line on the sink and the correct measuring device. Instructions will also be posted near the sink.
 - Use the Quat test strips to check the water and make sure it is at 200 - 400 ppm. 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 Quat 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.
- 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 Violations

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 as pictured
- 4-Her's with improper attire will be asked to change and may risk losing premiums.



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.

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. Encourage 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 Quat 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. Encourage 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.

Dish Washer (1 Adult or Older Youth)

1. Can be covered by an adult doing another job if necessary (i.e. food stand shift supervisor/club leader or grill operator)
2. Follow the Wash, Rinse, Sanitize Procedures for Dishwashing Sink as listed on Page 5.
3. Check and record the Quat levels in the sanitizing sink every four (4) hours.
4. Change the dishwashing water as needed – it should be hot and reasonably clean.
5. Keep up with the dishes - Try not to let the dishes pile up.

Beverage Filler (1-2 Youth)

1. Fill customer orders of pop, ice tea, lemonade, and coffee.
2. Do not fill any beverage until order is placed.
3. Do not handle cups by the rim.
4. Keep area clean. Throw away cups that fall on the floor and keep floor clean and tidy.
5. **Keep your area neat and tidy and SMILE. Say thank you!**

Ice Handler (1 Youth)

1. Can be combined with beverage filler job if the proper food safety procedures are followed.
2. Fill ice for customer orders of pop, ice tea, etc.
3. Work closely with the Beverage Filler.
4. Fill cups with ice as they are ordered. No food or drink products are to be stored inside the cooler on the ice.
5. Use only the plastic ice scoop, not your hands or the drinking cup.
6. Do not handle cups by the rim.
7. Keep area clean. Throw away cups that fall on the floor and keep floor clean and tidy.
8. Be aware of the Safe Ice Handling Procedures as mentioned on Page 4.

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 or freezer. 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, Chicken to 165°F, Pork to 155°F, Eggs 145°F

Order Taker (2-3 Youth, age 12 and up; 1-2 Adults to help supervise)

1. You need to be able to deal with the public - the customer is always right!
2. **You need to be able to handle money and give the correct change.**
3. You will take customer's orders and make sure they are filled.
4. You will be adding up the customer's order, collecting the money and giving them their change.
5. 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 Colleen to tally after the fair.
 - b. Clearly write their **full name** 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!**
6. Familiarize yourself with the Food Stand Meal Tickets (usually for judges) and how they work.
7. Let the food stand leader know your supply needs: change, charge forms, pens or pencils.
8. Let the food stand leader know if your register is getting too full or you need more of something.
9. **If you are handling money, you should not also be handling food.**

4-H FOOD STAND MENU PRICES 2017^L 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¢
	BREAKFAST ITEMS	
	Sausage/Egg /Cheese Muffin	\$3.50
	Doughnut or Roll	\$1.00
	FRIDAY NOON SPECIAL	
	Grilled Chicken Sandwich, one side and drink	\$5.50
	Grilled Chicken Sandwich Only	\$4.00
	SATURDAY NOON SPECIAL	
	Walking Taco and drink	\$5.50
	Cheeseburger, one side and drink	\$5.50
	TOTAL	48.50

Prepared Food Workers (2-4 Adults or older youth)

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.
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. Inform Food Stand Committee Leader when food is low and needs to be refilled.
7. Keep up with coffee, lemonade and ice tea supply.

Morning Opening Shift Duties

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

1. Wash and sanitize all hard counter surfaces.
2. Make coffee.
3. Plug in and make sure all appliances needed for breakfast are clean and ready.
(Toasters, skillets, etc.)
4. Make morning special per menu and instructions if needed.
5. Make sure rolls are in the food stand. Find the cook if not.
6. Check supplies needed for the day (clean towels, condiments, napkins, change, etc.)
7. Start making lemonade and ice tea. (see recipes for directions)
8. Wipe off tables and benches in covered area.
9. Start lunch menu items at appropriate time. This will depend on what events are going on around the fairgrounds and how soon you run out of breakfast items.
 - a. No earlier than about 10:00 or 10:30 depending on livestock shows and activity on the fairgrounds.
 - b. Hot dogs can be put on the rollers around 10:30.
 - c. Any meat that needs to be heated in the skillets or roasters (Taverns, Taco, etc.)
 - i. *Any reheated items need to be heated to 165°F*
 - d. 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.
10. Check and record all cooler temps. If out of range, contact food stand cook.
11. Take inventory of menu items needed for the day (pie to be baked, salads, nacho cheese, meats, big pickles, hot dogs, buns, etc.) Report to cook any items needed.

Evening Closing Shift Duties

1. Wash, rinse, sanitize, and air dry all dirty dishes.
2. All food should be removed from any cooking materials (skillets, rollers, roasters) covered, and stored in the square, clear food service bins with lids - Put no more than 2 inches of hot food in the container to ensure rapid cooling takes place. If there is too much meat, they can be spread in the metal food service pans and covered with saran wrap. Place these in the refrigerator or freezer. If there is room, pies may be stored in the refrigerator.
3. Cover all other foods as appropriate.
4. Check the condiment table outside and put away as appropriate.
5. 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.)
6. Lock up outside serving windows.
7. Any remaining money should be collected by the Food Stand Committee Leader and give to appropriate person for counting.
8. Check outside and inside trash cans, throw in the dumpster, and replace with plastic liner.
9. Check and record all cooler temps. If out of range, contact food stand cook.
10. Toss any remaining ice from the ice coolers outside and sanitize coolers, ice scoop, and scoop holder using the Quat sanitizing solution.
11. Clean and sanitize parts of the nacho machine. – take apart the valve guard tray and lid, and nozzle. The machine does not need to be turned off each night.
12. Clean and sanitize the hot dog roller machine.
13. Clean and sanitize the microwave using the Quat sanitizing solution.
14. Sweep and mop the floor.

2018 Food Stand Shift Schedule

Thursday, August 9

- 9:00 am – 4 pm Lucky Trailblazers, Dog, Member at Large
Food Stand committee member: Kim Nelson
- 3:30 pm – 10:00 pm Clay County Flyers
Food Stand committee member: Patty Waage

Friday, August 10

- 7:30 am – 1:00 pm Burbank Feeders
Food Stand committee member: April Noteboom
- 12:30 pm – 6:00 pm Jolly JJ's
Food Stand committee member: Pam Hanson
- 5:30 pm – 11:00 pm Clay County Cubs, Pride of Wakonda
Food Stand Committee member: Nadeen Peterson

Saturday, August 11

- 7:30 am – 2:00 pm Clay County Flyers
Food Stand committee member: Patty Waage
- 2:00 pm – 6:30 pm Meckling Livestock, Young Producers
Food Stand committee member: Julie Fallan
- 5:30 pm – 11:00 pm 4-H Parents Only
Food Stand committee member inside: Nadeen Peterson
Food Stand committee member outside: Pam Hanson, Kim Nelson

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.

