### Why Concession Stand:
- Only Fundraiser of 4-H Council
- Pay for Achievement Awards: Project Pins & Membership Pins
- 4-H Club Day Ribbons & Expenses
- 4-H Regional Day Expenses
- Perfect Attendance Awards
- Fashion Revue Decorations
- Scholarships for National Conferences

### General Information
All 4-H Concession Stand Workers are volunteers. No one is paid to work in the Concession Stand!

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.

### Concession 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 or older teen (14-19 year old)
- **NO EATING IN THE CONCESSION 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. Use an empty can to empty grease into.
- 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 eaten 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.

### Concession 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 change occurs and that each station is manned.

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

**Order Prep:** 1 older youth or adult to compile orders to go out

**Drinks:** 1 youth to help dispense tea, pop, & water.

**Cashier:** 1 adult or Older Teen (14 & Over) who is good at math to man the cashbox.

**Order Takers:** 2 youth to take orders.

**Servers:** 1 –2 youth to deliver orders to customers.

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**Smile, Have Fun, & Keep a Positive Attitude!**
Dress Code:
- Wear Clean Clothing
- Hair should be pulled back, above shoulders, or 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 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.
- 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.

Food Preparation:
Instructions for each station are posted on signs on the wall by that station. Please follow these instructions.

Breakfast is served until 10am.

We have continued with minimum prep for you.

We are serving breakfast with biscuits, sausage patties, biscuits and gravy, and breakfast burritos.

Cash & Deposits
Extra 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 Stand Organization

1. Take Order at the Order Window and write number on ticket. Hand number to customer for order window.

2. Add up Total and put on the ticket. Get money from the customer. Cashier can help with adding if needed.

3. Give Cash to the Cashier and get change if needed.

4. Tell the customer that they can pick up their order at the pick-up window and Thank them.

5. Give Ticket to order station who will compile the order on the tray. Asking for Hamburgers, nachos, and drinks from the stations.

6. After order is compiled on a tray, an order taker takes it to the pick-up window to serve to the customer. If only drinks are ordered, the order taker can go directly to the drink station for the order.

EVENT WINDOWS

We will open event windows on Wednesday, Thursday, Friday and Saturday Evenings starting at 6pm. These are the windows that open up into the rodeo arena.

Remember to be courteous and use good manners while serving in the Food Stand! You are representing all of Miami County 4-H.

Say Thank You to all customers for helping out the Miami County 4-H Program.
Please try to have shifts of at least 1.5-2 hours. 1-hour shifts do not let workers get into a rhythm and learn their jobs before the next shift comes in. If you have extra families who cannot be in the food stand due to numbers, they can help by cleaning trash out of the buildings and cleaning around the fairgrounds.

**Staffing for Concession Stand:**

3 Adults: 1 for grill, 1 for money, 1 to compile orders.
4 Youth: 2 youth as order takers, 1 youth drink order filler, 1 order deliverer.
Please do not have more than 10 people in the food stand at one time this year. We prefer 7.

**Saturday, July 23**
Set-up ................................Spring Hill Rangers

**Sunday, July 24**
Noon-7:30pm............................Trailblazers

**Monday, July 25**
7:30am-2:30pm ......................New Horizons
2:30pm-10pm ..........................Busy Beavers

**Tuesday, July 26**
7:30am-2:30pm ......................Franklin/Pathfinders/Horse Club
2:30pm-10pm ..........................Happy-Go-Getters

**Wednesday, July 27**
7:30am-2:30pm ......................Shooting Sports/Twin Valley
2:30pm-10pm ..........................Progressive

**Thursday, July 28**
7:30am-10pm ..........................Bull Creek Wranglers

**Friday, July 29**
7:30am – 2:30pm .................... Mound Builders
2:30pm-10pm ..........................Hillsdale Hustlers/Explorers

**Saturday, July 30**
5:30pm-close ..........................Miami County Jr. Leaders