

## **4-H Food Stand Manager(s) 2022**

### **Job Description, Policy and Procedures, Application, & Code of Conduct**

#### **Job Summary:**

- Manage 4-H Fair Food Stand, which includes cleaning kitchen, obtaining product, food & beverage service and eating area.
- Responsibilities include organizing, cleaning, preparing food stand for operation prior to fair, daily operations during fair, and closing food stand after fair.
- Follow food safety regulations.
- Training and/or directing youth and adults during shifts.
- **This job can be done in partnership with another person. Each person needs to fill out an application, indicating partnership with the other person.**
- Goal is to profit \$5500 plus each year.

#### **Accountable to:**

- County Extension, Agents and Executive Board
- 4-H Council and 4-H Food Stand Committee

#### **Qualifications:**

- Food service experience and food safety skills/knowledge.
- Cash handling skills
- Able to lift 50-75 pounds
- Work without close supervision
- Responsible, courteous, and work well with adults and children of all ages
- Good communication and problem solving skills

#### **Duties and Responsibilities:**

- **Prior to Fair**
  - Contact food vendors: product availability and pricing for menu & meet with Agents for menu pricing and equipment needs.
  - Order supplies & schedule maintenance/cleaning of Coke machine.
  - Coordinator needs to be available when orders are delivered and to verify the correct amount is received.
  - Clean, organize, & set up kitchen by Friday, August 5th.
- **During Fair (August 8<sup>th</sup>-13<sup>th</sup>)**
  - Ensure food safety regulations are followed when storing, preparing, and serving food and cleaning.
  - Work with & manage adult volunteers and youth.
  - Oversee shift in 4-H Food Stand- cleaning kitchen, food preparation, portion control, and any other needed information- before and after every shift.
  - Must be available in person or by phone during all shifts in case items are needed or problems arise.
  - Laundry needs to be done each evening.
- **After Fair**
  - Any equipment such as cash box, keys, pad locks, etc. are returned to local office.
  - Invoices and receipts turned in to the Marais des Cygnes Extension Office.
  - Kitchen & equipment cleaned.
  - All food is returned to vendors and/or sold to people/organizations at cost.

#### **Compensation:**

- Salary \$1800.
- Managers camp site fee.
- Will be paid when all responsibilities above have been completed.

## Policies and Procedures

### Food Stand Money Box/Cash:

- Cash from the food stand may **not** be used to purchase items!
- Items must be paid for by the person or charged on an account & person or company will be reimbursed upon receiving receipt or invoice.

### Deposits:

- Deposits to be made daily after each shift (2/day).
- Food Stand Committee or 4-H parents are responsible for preparing deposit slips & depositing money at F&M bank.
- Two adults are to prepare the deposit slip and both sign verifying the amount is correct.

### Travel/Personal Vehicle Use:

- Upon request and availability, extension county vehicles may be used to get things for the food stand by adults (25 years and older). Copy of drivers license must be on file at the Extension Office or a certified VIP volunteer.
- If a personal vehicle is used to travel out of town for food stand supplies, upon approval of the extension agent, receipt of miles traveled is to be turned in and will be reimbursed according to Kansas current mileage rate. Cash cannot be given for gas.

### Purchases:

- All purchases or rental of equipment must be approved by the Extension Agent. This includes cooking utensils, service ware, cooking equipment, aprons, and anything else other than food and cleaning supplies.

### Hiring Process:

- Food Stand Coordinator must be applied for each year.
- 4-H Food Stand Committee will review applications and rank top three (3) choices. The Linn County Executive Board will make final decision and offer the position.

Disciplinary Action: Grounds for dismissal of an employee for personal conduct detrimental to service or deficiencies in work performance include, but are not limited to, the following:

#### Personal Conduct

- Gross or immoral conduct unbecoming a county/district employee.
- Willful abuse or misappropriation of funds, materials, property or equipment.
- Making a false statement in the employee's application for employment.
- Participation in any action that would in any way seriously disrupt or disturb the normal operation.
- Willful damage to or destruction of county/district property.
- Careless, negligent, or improper use of county/district property.
- Willful endangerment of the lives or property of others, or both.
- Possession of unauthorized firearms or other lethal weapons while on the job.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).
- Being under the influence of alcohol or drugs while on the job.
- Knowingly releasing confidential information from official records.
- Use of the employee's position, use of the employee's time on the job, or use of county or district property or facilities by the employee in connection with a political campaign.
- Sexual harassment arising out of, or in connection with, employment.
- Gross carelessness or gross negligence.

#### Work Performance

- Inefficiency or incompetency in the performance of duties, or inability to perform the duties.
- Negligence in the performance of duties.
- Failure to maintain satisfactory and harmonious relationships with the public and/or fellow employees.
- A habitual pattern of failure to report for duty at the assigned time and place or to remain on duty.

**LINN COUNTY 4-H COUNCIL  
FOOD STAND MANAGER(S) APPLICATION  
2022**

Please give complete and detailed information:

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
First Name Last Name

**Phone No.:** \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

**EXPERIENCE**

Use additional paper if necessary.

**Give a brief explanation as to why you should be hired for this job.:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Give examples of experiences that you bring or will help you succeed in this job:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK HISTORY**

List in order all positions you have held starting with most current for the last three years or three employers, including any time you were in business for yourself and any periods of military service.

**Last or Present Employment:**

Employer: \_\_\_\_\_ Title of your Job: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Phone: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)  
Job Description: \_\_\_\_\_  
\_\_\_\_\_

**Other Employment:**

Employer: \_\_\_\_\_ Title of your Job: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Phone: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)  
Job Description: \_\_\_\_\_  
\_\_\_\_\_

**Other Employment:**

Employer: \_\_\_\_\_ Title of your Job: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Phone: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)  
Job Description: \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

May we contact your present employer regarding your qualifications? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list three persons for references. Do not give former employers or relatives.

Name	Street Address	City	State	Telephone

I understand that no Medical, Health, Vacation or Sick-Leave benefits will be available.

By signing I hereby state that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have any questions, please contact the Marais des Cygnes District Research and Extension Office in Mound City at 913-795-2829.

**Please Return Application by 4:00 pm on Wednesday, May 25, 2016 to:** Marais des Cygnes District Extension, Mound City Office  
PO Box 160, 115 S. Sixth,  
Mound City, KS 66056  
913-795-2829 FAX: 913-795-2656

**Cooperative Extension Service  
K-State Research and Extension**

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service, Manhattan, Kansas.**

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Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, Marc A. Johnson, Director.

Adult Code of Ethics:

### **Youth Protection Policy**

The mission of Kansas 4-H Youth Development is “Kansas 4-H Youth Development uses unique strategies and opportunities to engage youth in reaching their full potential through partnerships with caring adults.” Volunteers are key to fulfilling this mission. This policy outlines expectations of all those who work with children and youth. These statements represent a code of ethics which all volunteers and paid staff are expected to observe.

1. Treat youth with respect, caring and acceptance. I know that all young people have skills and talents which can be used to help others and improve their community.
2. Honor my volunteer commitment. I will strive to live up to my volunteer time commitment by working the hours needed to fulfill the role I have accepted.
3. Keep records, distribute materials and support the 4-H system. I will distribute 4-H materials to youth and adults, keep the required records and turn them in on time.
4. Follow established guidelines for keeping financial records and handling 4-H funds.
5. Seek training for my volunteer role. I will participate in meetings, self study, or other training programs which will help me work more effectively with young people and adults.
6. Make all reasonable efforts to assure equal access to participation for all youth and adults, regardless of race, creed, color, sex, national origin, age, or disability.
7. Provide a safe environment. I will not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful experiences.
8. Not use alcohol or any illegal substances (or be under its influences) while working with or being responsible for youth, or allow youth to do so while under my supervision.
9. Operate machinery, vehicles, and other equipment in a safe and responsible manner. When operating a motor vehicle, I will have a valid driver’s license and the legally required insurance coverage.
10. Role-model the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship. Model the core values of K-State Research and Extension: INTEGRITY, to develop and deliver credible information; COMMUNICATION, to provide common understanding; SCHOLARSHIP, to foster lifelong learning; LEADERSHIP, to serve as an agent of change; INCLUSION, to foster active participation by all.
11. Promote and practice the responsible and ethical stewardship of livestock and/or companion animal projects.
12. Obey the laws of the locality, state and nation.
13. Work as a “team player” for the good of the 4-H Program. I will work cooperatively with youth, other volunteers and extension staff and treat them with respect.
14. Work within the 4-H program. As a 4-H volunteer, I am accountable to the local club, the appropriate Extension Unit, the Kansas 4-H Youth Development Program, K-State Research and Extension, and Kansas State University for my actions.

I understand that:

- a. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning my qualifications. I further waive the right to ever view, inquire into or learn the substance and/or content of any reference given by any individual with regard to any aspect of this application. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the 4-H Club, local Extension Unit, Kansas State University, and the officers, employees, and volunteers thereof with respect to such information.
- b. I agree to renew my VIP status. I affirm that the information I have given on this form is true and correct. I agree to comply with the policies, rules and regulations of the 4-H Youth Development Program and local Extension Unit. I have read and agree to abide by the Kansas 4-H Volunteer Code of Ethics.
- c. As a 4-H Volunteer I serve at the request of the local Extension Unit and may be removed from service at its discretion. I may resign my volunteer role at any time at my discretion.

Signature \_\_\_\_\_ Date \_\_\_\_\_