

Miami County 4-H Council

Food Stand Manager

Position Description

Introduction:

Responsible for operating the 4-H Council Food Stand during the Miami County Fair. Ensure operations meet all federal and state requirements. Work to meet fundraising goals in coordination with the 4-H Council, under the direct supervision of the District 4-H Agent.

To Apply:

Please submit a letter of interest to Karla Hightower (khightow@ksu.edu) by May 1st. In the letter, include why you are interested in being our food stand manager and what qualifications and experience you have.

Responsibilities:

1. Oversee the day-to-day operations of the 4-H food stand from July 20 to July 26, including all procedures for opening and closing the stand each day.
2. Work with the 4-H Council Food Stand Committee to plan the menu.
3. Contact vendors, place orders, and accept delivery of orders before the fair.
4. Ensure all food safety and sanitation practices are followed.
5. Maintain an accurate accounting of income and expenses. Ensure cash is counted daily. Give daily deposits to the 4-H agent, and they will make the deposit.
6. Coordinate with the Extension Office to print menus, order forms, signs, and instructions for the Food Stand.
7. Be at the Food Stand when each 4-H Club changes shifts to get them organized and check supplies. Shifts start on Mondays through Fridays at 7:30 am and 2:30 pm.
8. Replenish supplies as needed.
9. Keep accurate records of supplies ordered, expenses, and receipts.
10. With the 4-H Food Stand Committee, clean the food stand the week before the fair and clean the food stand after the fair, and move all items to storage.
11. Wash towels, rags, aprons, etc. as needed.
12. Inventory supplies at the end of the fair and sell any unopened items that cannot be kept until next year's fair to 4-H Families. Opened perishable items can be donated to Our Father's House.

Qualifications:

Applicants must be at least 21 years of age.

- Prior experience with food stands or food service.
- Demonstrate experience with bookkeeping skills for recording expenses and receipts.
- Experience supervising youth and adult volunteers positively.

Compensation:

The Miami County 4-H Council will pay a stipend of \$1,500. If the manager decides to employ an additional support person, it is the manager's responsibility to provide financial compensation. Half of the stipend will be paid upon completion of the fair. The remaining half will be paid after the clean-up has passed inspection and all financial records have been submitted.

Schedule:

The manager must open the food stand and close it daily. The manager should also meet the first shift of each club to give instructions and ensure they have all supplies. You will be on call during the shifts, but most should be able to be handled over the phone.

- Sunday, July 20, 3:30 – 7:00 pm
- Monday, July 21, 8:00 am – 10:00 pm
- Tuesday, July 22, 8:00 am – 10:00 pm
- Wednesday, July 23, 8:00 am – 10:00 pm
- Thursday, July 24, 8:00 am – 10:00 pm
- Friday, July 25, 8:00 am – 10:00 pm
- Saturday, July 26, 5:00 – 10:00 pm

Time will also be spent before the fair ordering food and preparing the food stand, and after the fair to return items, sell leftovers, and clean up and summarize finances.