

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 21-July 27, including all procedures for opening and closing the stand each day.
2. Work with the 4-H Council Food Stand Committee to plan menu.
3. Contact vendors, place orders, and accept delivery of orders before fair.
4. Ensure all food safety and sanitation practices are followed.
5. Maintain an accurate accounting of income and expenses. Ensure cash is counted on a daily basis. Give daily deposits to the 4-H agent and they will make the deposit.
6. Coordinate with 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.
8. Replenish supplies as needed.
9. Keep accurate records of supplies ordered as well as expenses and receipts.
10. With the 4-H Food Stand Committee, clean the food stand the week before fair and clean the food stand after fair and move all items to storage.
11. Wash towels, rags, aprons etc. as needed.
12. Inventory supplies at the end of 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 in a positive manner.

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 (\$750) of the stipend will be paid upon completion of the fair. The remaining half (\$750) will be paid after the clean-up has passed inspection and all financial records have been submitted.

Schedule:

The manager is required to open the food stand and close each day. The manager should also meet the first shift of each club to give instructions and make sure 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 21..... 3:30 – 7:00 pm
- Monday, July 22 8:00 am – 10:00 pm
- Tuesday, July 23 8:00 am – 10:00 pm
- Wednesday, July 24 8:00 am – 10:00 pm
- Thursday, July 25..... 8:00 am – 11:00 pm (or until Grand Stand event is over)
- Friday, July 26..... 8:00 am – 11:00 pm (or until Grand Stand event is over)
- Saturday, July 27 5:00 – 10:00 pm

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