

2016 Duties of 4-H Food Stand Shift Coordinator

The food stand manager is Tane Heit and assistant manager Verna Munk. The Managers are available at the beginning of each shift explain your duties. They are in charge of the day to day running of the food service and overseeing food preparation. They have ordered all the food and will direct how it will be prepared. They have labeled storage areas and preparation stations.

Your job is managing the volunteers and finding appropriate jobs for all of them. You also supervise the food preparation on your shift. Use your food stand assignment sheet to get an idea ahead of time of who would be good in the following areas.

Morning Shift Coordinators be there at 8:00 am.

Afternoon Shift Coordinators be there at 3:30 pm.

Assign jobs to your workers:

Cash register:	an adult
Fryer:	adults
Grill:	adults
Steam table:	adult or older kids
Dishes:	older kids and adults
Carry out orders:	youngsters
Work behind counter:	youngsters and older kids
Food prep:	adults and older youth according to Verna's direction
Refill salt & peppers etc.:	youngsters
Table clean up:	youngsters

Workers are given **one meal** for the time they put in the food stand. Due to the heat in the kitchen and food prep area, workers may have drinks in reasonable numbers. You should limit the amount of pop the kids drink.

It is very important to have a well-trained adult at the cash register. You may have two or three people in mind as the length of the shift is long and rotation of jobs is often appreciated.

For record keeping purposes, keep track of all families who come to work and if they brought their pies. We are not keeping track of this to make them feel uncomfortable just to make sure we are on track.

Keep a list of club coordinators, if your shift is short of assigned workers you need to find those families coordinator. There may be times when you need to recruit help from other volunteers.

At the end of your shift we ask that you summarize all the meal tickets and list numbers of specials and other food items. We use the shift summaries to order supplies for the following year.

The goal of the food stand is to earn money for 4-H Council activities. Also for Families to get to know one another and have a good time while they are working the food stand.