

FOOD STAND MANAGER

JOB DESCRIPTION

Revised March 2024

1. JOB SUMMARY:

The Food Stand Manager is responsible for managing all aspects for the 4-H Food Stand during the week of the fair.

2. JOB RELATIONSHIP:

The Manager is directly responsible to the Food Stand Committee under the direction of the 4-H Council and the Twin Creeks District - Decatur Extension Agent(s). The Manager will be hired by the Food Stand Committee with approval by the District Extension Agent(s) and 4-H Council.

3. JOB SCHEDULE:

The Manager is scheduled to work Monday through Saturday of the Fair. Time will be spent before the Fair ordering food and preparing the Food Stand and after the Fair to return items, clean up, and summarize finances.

4. WORKERS SUPERVISED:

The Manager will be available to help the 4-Hers and their parents as they work each shift during the Fair. The manager is not responsible for obtaining their workers or supervising them—a schedule will be made before the fair for workers.

5. JOB RESPONSIBILITIES:

1. Before Fair Week

- a. Order food selected by the Food Stand committee from Raye's
- b. Make arrangements with Raye's for hamburger buns to be delivered daily to the food stand
- c. Submit menu and price signs to Extension Office to be printed – consult with Food Stand Committee on menu and prices
- d. Pick up keys for 4-H Building at Extension Office
- e. Help with the clean-up and set up of the Food Stand on the Thursday or Friday before the Fair

2. Fair Week

- a. Organize the Food Stand
- b. Be at the Food Stand when each shift changes to get them organized, check supplies, and get additional supplies if needed
- c. Two adults at closing of the Food Stand will count the money. A Food Stand Committee member will then pick it up, take it to the bank depository, count it the following day at the bank, and bring the start up cash back to the Food Stand
- d. Keep accurate records of supplies ordered, expenses, and receipts
- e. Keep Food Stand opened until 11:00 p.m. each evening

3. Post Fair

- a. Assist with clean up
- b. Arrange for items to be returned to Raye's
- c. Arrange for pop to be returned to Pepsi
- d. Work with Extension Agent to prepare a financial statement including receipts and expenses
- e. Inventory equipment and supplies that are remaining

