

Guideline Checklist for 4-H Food Stand

Open (√)

2nd Shift (√)

- _____ Pick up key for food stand during previous week from the 4-H Office.

- _____ Bring about \$400 in start-up change. (8 rolls quarters, 100 singles, 26 fives and 9 tens).
In April & October less change is needed. Key Committees may use UWEX office change.

- _____ Bring containers in case you have leftover food or ice cream (club is charged for these items).

- _____ Open by 6:00am. This means coffee is ready to serve and windows are open.

- _____ Opening Club must pick up and pay for donuts at Kwik Trip at 5:45am. A standing order of 3 dozen (4 dozen from June to Fair) is waiting for you at the service desk. Leftover donuts belong to the club so take them home. Use start-up money to pay for the donuts.

- _____ Buns will be preordered for you and be at the food stand. Use FRESHEST FIRST. _____
Unopened buns can be left in stand for return and credit. Opened bun packages must be taken home by club. If you need to purchase more, get them from Charlie's County Market. Purchase same brand (Pan-O-Gold) and Charlie's will refund if unopened and returned same day.

- _____ Put cheese sauce bag in nacho machine. Will not dispense until hot (up to one hour) _____

- _____ There will not be individual cartons of milk at the food stand. You may choose to purchase _____
chocolate and/or white to sell for 50 cents per cup. (Use the same cup as for coffee).

- _____ Have several people bring their cellphone in case an emergency call needs to be made. But, _____
remind people not to use them for games, texting, etc. while working.

- _____ Do NOT accept or make change for \$50 or \$100 bills. Your club will be responsible if accepting _____
a counterfeit bill. Use the counterfeit pen at the cash register to test paper money.

- _____ Do Not bring anything (food or other) from home to sell in the stand. _____

- _____ All workers must wash their hands at the beginning of their shift, after using the restroom, _____
coughing or sneezing, etc. and whenever re-entering the food stand. Shoes must be worn at all times. Hair must be up or use hair nets.

- _____ When more than one club shares a day, all workers need to pay for their individual food purchases. _____
When a single club works, payment is at club's discretion.

- _____ Have at least two adults in the kitchen and at least one adult (cashier) assisting in the front during _____
each shift. Having at least one present who previously worked the food stand will make it easier.

- _____ All menu items must be prepared and served. The only exception would be bad weather _____
approaching and you anticipate closing soon.

- _____ If you run out of something, check all freezers and refrigerators for more. If none, take money _____
from your cash box and purchase item. Whatever you don't use can be added to the inventory for credit if receipts are provided. Exception: If late in the day, use magnetic strips to cover food item on menu board. (Clubs will pay for broken magnetic strips.)

_____ Wipe countertops & picnic tables off frequently. Use spray bottle with bleach/water solution _____
_____ and dish cloths. **NEW:** Discard bleach solution at end of day. Mix new whenever opening stand.
_____ Pick up garbage around the stand throughout the day. _____

_____ Ketchup, mustard and BBQ containers, coffee creamer, relish and mayo can stand on the _____
_____ counter. Put back in cooler at end of day. Wipe bottles clean as necessary. Everything else
_____ needs to be put on sandwiches in the kitchen when food is prepared - including onions. _____

_____ Do NOT plug anything in for customers to see if it works – radios, toasters, etc. _____

_____ All **thawed and/or prepared food that is “leftover”** at the end of the day will be paid _____
_____ for and taken home by the club. Leave all frozen food in the freezer until it is needed. Do
_____ not refreeze food that has been thawed. _____

_____ Number of workers needed to operate the food stand. May through August _____
_____ If 3 shifts { 5:45am – 9:30am = 5 people 5:45am to 1:00pm - 6 people } If 2 shifts
_____ { 9:15am – 1:00pm = 12 people 11:00am to closing - 6 people }
_____ { 12:45pm – closing = 7 people (overlapping for lunch hour)
_____ these are minimum suggestions, more may be needed if weather is nice

If you find you need more help, call your club members, leaders, parents first. Last resort call the manager,
Marilyn Ebert, 715-758-8976, or the Asst Mgr., Carla Rader-Johnson at 715-573-1012, but keep in mind you’ll
have to pay \$8.00 per hour for extra help.

_____ No children under 1st grade or babies allowed inside Stand. Recommended that 12 yrs and _____
_____ older work in front. Younger members can stock cooler, fill shake orders, etc. under adult
_____ supervision. Youth under age 18 cannot fry hamburgers or operate dangerous equipment. _____

_____ Do NOT sit on the freezers or countertops. _____

_____ On expected busy days, get a head start on burgers on the grill. Pilot lights will be on so simply _____
_____ turn the knob, to heat it up. Have a full slot in the steam table by 9am. Monitor and
_____ refill as needed. Burgers should not sit more than an hour in table. On slow days, you may fry
_____ hamburgers on a griddle instead of heating up the grill. Leave pilot lights on when done.

_____ Shredded pork sandwich is heat and serve. Warm and hold on steam table. Use pre-measured _____
_____ green handled scoop to serve shredded pork sandwich.

_____ Wash all utensils and dirty dishes with **HOT** soapy water. Rinse with hot water and soak in _____
_____ sanitize (bleach) solutions. Dishes are to be air dried and left on the sink. Manager puts away.

_____ Vendors are not to use the picnic tables for their displays – these are to remain in the “porch _____
_____ area” of the food stand.

_____ Clubs are expected to leave the food stand neat and clean. Clubs not complying with clean up _____
_____ rules will be assessed up to \$100.00 but will be given the opportunity to clean further with
_____ notification from the Food Stand Manager. Additional charges for property damage.

_____ The amount you pay the Leaders Inc. is 15% of your gross income (plus supplies). _____

_____ Perishable, expiring products and/or prepared food (including shakes) may be reduced at club’s _____
_____ discretion at the end of the day. Note: this will decrease your profit margin.

Open (√)

Close (√)

Remain open until 4:00pm, unless shut down by weather or lack of vendors _____

Make sure coffee pots are turned off and unplugged, grounds thrown away and pots cleaned. _____

Unplug the nacho cheese dispenser, remove any remaining cheese (take home) and clean. _____

UNPLUG the steam table - drain and dry.
(Leave plugged in – Slushie Machine, Shake Machine, Coolers and any freezers in use.) _____

Restock soda shelves in cooler. _____

Wash & dry caps of ketchup & mustard containers as much as you can and put in refrigerator. _____

Wash doughnut trays. _____

Partial cans of kraut or bags of cheese sauce, should be taken home by the club. _____

Can leave the napkins, salt & pepper shakers and sugar containers on the counter. _____

To clean the grill at the end of the day, see instruction sheet posted on the wall.
Empty the grease from underneath and/or behind the grill into 5-gallon pail provided.
DO NOT pour grease down the drains. Slide drip pan all the way back into grill.
Leave pilot lights ON = turn burners to Pilot position, NOT back beyond to Off _____

Take grill mat outside, clean with broom using hot soapy water. Mop floor and replace mat. _____

Clean slushie and shake machines per instructions posted on the machines. Be sure to clean UNDER the slushie machine, too! (both table and floor) _____

Wash countertops and tables with spray bottles containing 1-part bleach to 9-parts water. _____

Set the garbage and cardboard (breakdown) outside when done. _____

Leave dirty towels, aprons and washcloths in laundry basket. _____

Sweep and mop the entire floor when done for the day. _____

Lock/secure all windows and doors. Leave key on the table in the food stand. _____

Deposit your money into your 4-H club account. _____

Call the UWEX office at 715-526-6136, Monday of following week. Give Tami the amount of money you deposited - less your start-up change. She will calculate the amount your club owes after Manager reports your inventory costs. Let her know if you had leftover donuts or buns or needed to get more supplies. Please pay your bill within two weeks. _____

If you have questions, call the 4-H Food Manager on duty for your date

_____ Marilyn Ebert at 715-758-8976 (cell: 715-584-8099)

_____ Karla Rader-Johnson at 715-573-1012

Last Revised September 2018