

Barron County 4-H seeking 4-H Adult Leader Food Stand Manager

Application Due: February 22nd, 2019

JOB TITLE: 4-H Adult Leader Food Stand Manager

REPORTS TO: 4-H Adult Food Stand Committee, 4-H Adult Leader Council, and 4-H County Educator

PAY RANGE: TBD

HOURS REQUIRED: MUST BE ABLE TO REPORT TO WORK the week of the Barron County Fair and be available throughout the whole week.

JOB SUMMARY: The manager performs various functions related to the operation of the Food Stand for the Barron County 4-H Leaders Council at the Barron County Fair. The manager facilitates efficient customer service in the areas of concession sales.

REQUIRED DUTIES AND RESPONSIBILITIES (BUT NOT LIMITED TO):

- **Oversee all operations of the food stand.**
 - Create volunteer schedule.
 - Determine menu and pricing for the season.
 - Pre-order all food and non-perishable items before and during the Barron County Fair.
 - Work with Food Stand Committee on overall structure of food stand operation.

- **Oversee day-to-day operations of the food stand, which may include:**
 - Opening procedures for stand operation
 - Training volunteers to operate cash drawer as well as prepare food to ensure safety standards are exceeded
 - Follow and enforce federal, state and local regulations.
 - Supervises, coordinates and trains activities of stand attendants and cooks; assigns duties within the stand; enforces stand policies and procedures.
 - Ensures a quality appearance of the concession stand at all times; ensures that all work stations and the back of stand and storerooms remain clean
 - Maintains level of inventory for stand throughout shift; orders replacement stock as necessary
 - Close stand at end each day.
 - Perform end of shift cash handling procedures. Ensure dual control is maintained in preparing cash deposits.
 - Ensure all food stand areas have proper displays and merchandise.

- **Ensure dual control is maintained in preparing cash deposits, and deposits are made in timely manner. Work closely with 4-H Council and Treasurer in regard to banking needs for operation.**
- **Prepare monthly report for the 4-H Council at the end of the Fair regarding operations, expenses and income and maintenance requests.**
- **Work closely with Food Stand Committee for assistance with operations and volunteers.**

- Maintain clean work area and work with the Inspectors through out the fair to insure inspections are being passed.
- Must demonstrate dependability, a positive attitude, an excellent work ethic, and ability to work accurately in a fast-paced environment.
- Must be able to provide and accept guidance and supervision.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent guest service skills; strong verbal and written communication skills – ability to communicate with staff
- Ability to multi-task in many different areas and with a sense of urgency
- Basic knowledge of computer systems (email, Microsoft, Microsoft excel)

PHYSICAL REQUIREMENTS

- Ability to remain standing for entire length of shift
- Constant walking, bending, reaching and repetitive motions
- Ability to lift stock up to 50 pounds

ENVIRONMENTAL WORKING CONDITIONS:

- Exposure to high volume noise
- May be exposed to variable temperatures, including extreme hot and cold
- Ability to work in a fast paced environment, may be required to work in confined and/or narrow areas
- Hazards include, but are not limited to, cuts from broken glass, metal cans, scalds and burns, slipping and tripping

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Please submit application and resume via to:

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