

# Barron County 4-H Adult Leaders Food Stand

## Food Stand Manager Job Duties

Application Due: March 22, 2022



**JOB TITLE:** 4-H Adult Leader Food Stand Manager

**REPORTS TO:** 4-H Adult Food Stand Committee

**PAY:** \$1000

**HOURS REQUIRED:** MUST BE ABLE TO REPORT TO WORK the week of the Barron County Fair and be available throughout the whole week (Monday, July 18- Sunday July 24) .

**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 day-to-day operations of the food stand
  - 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 workstations and the back of stand and storerooms remain clean
  - Maintains level of inventory for stand throughout shift; communicate replacement stock as necessary
  - Close stand at end of each day
  - Perform cash handling procedures as established by 4-H Adult Leaders Association Council.
  - Ensure all food stand areas have proper displays and merchandise.
- Work closely with the Food Stand Committee and 4-H Educator for assistance with operations and volunteers.
- Maintain a clean work area and work with the Inspectors throughout the fair to ensure inspections are being passed.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- 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.
- Excellent guest service skills; strong verbal and written communication skills – ability to communicate with staff
- Ability to multitask in many different areas and with a sense of urgency
- Knowledge of Food Safety Guidelines helpful

### **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

# 4-H Adult Leader Food Stand Manager Application

Name:		
Address:		
City:	State:	Zip:
Email:		Phone:
Describe your experience in 4H or other volunteer based organizations:		
Describe experience with customer service and food service that would make you prepared for this position:		
<p><b>Please send this <u>form and current resume</u> by March 22, 2022 to:</b> Sara Waldron UW-Madison-Barron County 4-H Program Educator 335 E. Monroe Ave. Rm. 2206 Barron, WI 54812 Phone: 715-537-6253 Email: sara.waldron@wisc.edu</p>		

