



La Crosse County

4-H

Food Stand

Handbook



LA CROSSE COUNTY 4-H FOOD STAND MANUAL



What Is the 4-H Food Stand All About?

The 4-H Food Stand at the county fair is a fundraiser for La Crosse County 4-H programs. The Food Stand earns approximately \$15,000.00 each year.

The funds are used to help defray expenses for 4-H activities, Clover College, camps, shooting sports, state and regional trainings, State Fair fees, membership awards, educational workshops and the list goes on. . . If it weren't for the food stand profits, participation in many events would have to be completely funded by the participant.

Your cooperative help at the food stand is very important and appreciated!!!! We hope that working in the food stand is a fun and educational experience in food service and teamwork, in addition to being an important fundraiser.

How Do You Help?

All clubs and independent members are expected to recruit helpers to fill a certain number of slots based on the number of youth (3rd grade and up) and families enrolled in their club. Each club is responsible to provide a club coordinator to follow up and make sure their club is signing up for the required amount of slots. Slots should have the name of the individual (youth or adult). Youth that need extra help, should have a parent or adult working with them, please note this on sign up.

Stay at your post until someone relieves you or the day chair dismisses you. If you have problems or questions, check with the day chair or food stand managers. We are counting on you to make the food stand run smoothly. The job description for each position is in this booklet.

Food Stand Managers are responsible for overseeing all the food preparation and service, according to state guidelines. Please cooperate with the Food Stand Managers. Following their instructions will help your experience in the food stand be safe, productive and satisfying.

Remember, you represent 4-H while you're working, so customer courtesy with a SMILE is IMPORTANT!



Sanitation Rules: Please instruct each worker on these requirements.

- **Plastic gloves are single use. If you leave your station, please change your gloves.**
- **Hair must be tied back.**
- **Each kitchen worker must wear a clean hair net and apron.**
- **No nail polish or fake fingernails for Food Preparation.**
- **Wash hands.**

Dress Code:

Appropriate footwear or tennis shoes or similar (no flip flops nor spurs)

JOB DESCRIPTIONS

DAY CHAIR PERSON (2 ADULTS, one for each side, 6 hour shift)

- Train workers-understand jobs
- Check if 4-H members are working well together
 - Staying at their windows
 - Helping customers
 - Cleaning up after customers
 - Bringing trays back
 - Able to read menu and add up bills
- Do Pies need cutting and stock pie rack (located on side 2)
- Is cashier assigned and able to work with money
 - Need more change
 - Do they understand charge slips, meal slips
- Coffee brewing (3 ½ cups grounds to 100 cup pot)
- Lemonade made
- Check small coffee pots and filled from the 100 cup pot as needed
- Water jug full for workers and cups available
- Garbage containers emptied into large bags every shift
- Restock coffee cups, forks, spoons, plates, napkins, sanitizer
- Floors need mopping
- Pizza ovens working? (if not flip circuit breaker)
- Are Kitchen workers wearing white aprons, hairnets
 - Use Thermometers-Heat food to 165 degrees F
 - Maintain food above 145 degrees F up to 4 hours only
- Dishwashing, change water if dirty
 - Rinse → Wash → Rinse → Sanitize
 - Sanitize solution = 1 oz. bleach to 4 gallons of water
- Oversee and have a High School Student or similar to help with stocking, prepping pies, watermelon, emptying garbage and other duties you ask them to assist with.
- Fill Potato Salad Cups
- Direct stocker on what to do
- Oversees all cooking i.e. authority over cooks to ensure that food is properly heated
- Reports to the Food Stand Manager
- May be called upon to count money with the Food Stand Manager
- Fill a need, if an area is getting behind, then help catch them up.



Be patient and treat all workers with respect!

Club Coordinator

1. Check in club 15 minutes before shift starts
2. Make sure that the workers are at their assign stations
3. Hand out drink coupon 15 min before shift ends
4. Be available to assist as needed
5. Report day chair or food managers if any concerns
6. Make sure cell phones are not being used unless emergency.



Both Sides Needs ~ Main Cashier (1-2 Adults based on shifts)

1. This is to be your job, your job only, and your only job. You are responsible for your cash register at all times.
2. You need to be able to deal with the public - the customer is always right!
3. You need to be able to handle money and give the correct change.
4. You will be adding up the customer's order, collecting the money and giving change when needed.
5. Familiarize yourself with the Food Stand Charge accounts and how they work.
6. Let the food stand manager know your supply needs: change, order slips, pens or pencils.
7. You are responsible for the cash register and money in it during your shift.
8. Keep your area neat and tidy and SMILE. Say thank you!

Club Helper/Floater/Extra Cashier (1 Adult)

1. This person goes where needed and oversees the side they are on.
2. Help ensure customer comfort and satisfaction
3. Make sure tables, counters, and floors are kept clean and orderly.
4. Assist young members making sure trays are sprayed, wiped off and returned to the counter for the next use.
5. Watch that customers get their orders in a timely fashion.
6. During the lunch and dinner shifts, may need to step in and help cashier also.
7. SMILE

Order Dispatcher (1-2 Adults based on shift)

1. Receive orders from youth counter workers
2. Communicate Order Needs to kitchen workers
3. Fill orders from kitchen to the trays
4. Advise counter workers when order is ready and remind them to take the food off the tray if the customer is eating at the counter.

Counter Help (4-10 Youth, based on shifts, appropriate for completed 3rd grade and older if able to fulfill the below responsibilities)

1. Take customer orders. Put your name and window at top of menu (5-6 at a time)
2. Wait on customer, say "Hi, may I help you?, or " have you been helped?"
3. Give order to dispatcher to fill
4. Fill order drinks and extras not in the hot food area.
5. Note – Clerks, superintendents, and judge slips for free meals need to have slips signed and amount used written on the slip and turned in to cashier – no change is given.
6. Charge slips need to have customer initial and put amount and date on slip – these are locate near cashier.
7. Retrieve order from dispatcher when ready, Add the order for amount due (cashier can help), collect the money, give to cashier, get change if needed.
10. Do not ask for tips (If customer offers a tip, you may keep it!) 😊
11. Keep area tidy and neat. SMILE



Younger Counter Helpers (Cloverbuds or others unable to take orders on own, up to 2 on certain shifts)

Parent or Guardian must serve on the same shift

1. Can help Counter Helpers in getting drinks and extras
2. Wipe counters, tables, and chairs (both inside and outside)
3. Collect and clean trays

Stocker (1 High School Youth Per Shift)

1. Help stock anything, pop, chips, supplies, pies, milk, ketchup, etc.
2. Keep garbage cans from overflowing

Side 1: Specific Roles

Steam Table Workers (2 Adults)

1. Work the steam table area to cook and fill orders for foods such as BBQ, hot beef, walking tacos, etc.
2. Receive orders from the dispatcher and fill as needed
3. Keep foods at correct temperatures, stirred and refilled as needed

Grillers (1-2 Adults based on shift)

1. Receive orders from the dispatcher and fill as needed
2. Making Grilled Cheese Sandwiches and Grilled Chicken Sandwiches on George Foreman Grills
3. Filling Brat orders from a roaster

Side 2: Specific Roles

Pizza, Hot Dogs, Nachos (2 High School Youth)

Fryer (1 Adult)

1. Cook French Fries and Cheese Curds according to instructions
2. Serve correct quantity in boats
3. Receiving orders from the dispatcher and filling as needed.

Griller (1 Adult)

1. Receive orders from the dispatcher and fill as needed.
2. Grill hamburgers and cheeseburgers
3. Keep grill area clean and tidy.

Food Wrapper (1 Adult)

1. Put burgers on bun and wrap
2. Keep up on supplies of buns, wraps, and cheese

Parents Please Note

DO NOT bring your young children (younger than 4-H age) with you when you come to work in the food stand. This can be a dangerous place for a young child, with all the activity and very hot food.



We appreciate all volunteers and are grateful for each of you. When signing up for a shift, please know that you are expected to be in the food stand the full shift. Also if the shift is full or there isn't room for all you are trying to sign up for, please look at another shift. Shift numbers are limited due to space and need.

Signing up with all the information requested and the correct information will make your shift start more efficiently and smoother.

EVERYONE please remember - you represent La Crosse County 4-H while you're working, so customer courtesy with a SMILE is IMPORTANT.

Thank you for your cooperation and for working in the 4-H food stand.

Questions: please email rskburro69@msn.com

Breakfast Menu

Name: _____

Window # (Circle) 1 2 3 4 5 6 7 8

X =

ENTRÉE

_____ \$5.00 _____ Today's Special

SIDE ORDER - À la carte

_____ 1.00 _____ Sweet Roll / Muffin

_____ 1.00 _____ Sausage (3 links)

_____ .50 _____ Fruit: _____ Apple _____ Orange

BEVERAGE

_____ .50 _____ Milk: _____ White _____ Chocolate

_____ .50 _____ Coffee (Decaf)

TOTAL

Breakfast Menu

Name: _____

Window # (Circle) 1 2 3 4 5 6 7 8

X =

ENTRÉE

_____ \$5.00 _____ Today's Special

SIDE ORDER - À la carte

_____ 1.00 _____ Sweet Roll / Muffin

_____ 1.00 _____ Sausage (3 links)

_____ .50 _____ Fruit: _____ Apple _____ Orange

BEVERAGE

_____ .50 _____ Milk: _____ White _____ Chocolate

_____ .50 _____ Coffee (Decaf)

TOTAL

Breakfast Menu

Name: _____

Window # (Circle) 1 2 3 4 5 6 7 8

X =

ENTRÉE

_____ \$5.00 _____ Today's Special

SIDE ORDER - À la carte

_____ 1.00 _____ Sweet Roll / Muffin

_____ 1.00 _____ Sausage (3 links)

_____ .50 _____ Fruit: _____ Apple _____ Orange

BEVERAGE

_____ .50 _____ Milk: _____ White _____ Chocolate

_____ .50 _____ Coffee (Decaf)

TOTAL

Breakfast Menu

Name: _____

Window # (Circle) 1 2 3 4 5 6 7 8

X =

ENTRÉE

_____ \$5.00 _____ Today's Special

SIDE ORDER - À la carte

_____ 1.00 _____ Sweet Roll / Muffin

_____ 1.00 _____ Sausage (3 links)

_____ .50 _____ Fruit: _____ Apple _____ Orange

BEVERAGE

_____ .50 _____ Milk: _____ White _____ Chocolate

_____ .50 _____ Coffee (Decaf)

TOTAL

Stand 1

Name: _____

Window # (circle one) 1 2 3 4 5 6 7 8

ENTREE	3.00	Grilled Chicken Sandwich
_____	3.00	Bratwurst / Kraut ___W___WO
_____	2.50	Hot Beef Sandwich
_____	2.50	Barbeque
_____	2.50	Chili Dog
_____	2.00	Hot Dog
_____	2.00	Walking Taco
_____	2.00	Grilled Cheese Sandwich

SIDE ORDER	2.00	Beef Sticks
_____	1.00	Potato Salad
_____	1.00	Mixed Baked Beans
_____	1.00	Chips (Plain)
_____	1.00	Pickle (Large Whole)
_____	.50	Fruit: ___Apple___Orange

DESSERT	2.50	Pie: ___A___B___C
_____	1.00	Ice Cream Square
_____	1.00	Watermelon Slice
_____	1.00	Cookie _____
_____	.50	Ice _____

BEVERAGE	1.00	Pop _____
_____	1.00	Bottled Water _____
_____	.50	Lemonade _____
_____	.50	Milk: ___White___Chocolate
_____	50	Coffee (Decaf) _____

TOTAL

Stand 1

Name: _____

Window # (circle one) 1 2 3 4 5 6 7 8

ENTREE	3.00	Grilled Chicken Sandwich
_____	3.00	Bratwurst / Kraut ___W___WO
_____	2.50	Hot Beef Sandwich
_____	2.50	Barbeque
_____	2.50	Chile Dog
_____	2.00	Hot Dog
_____	2.00	Walking Taco
_____	2.00	Grilled Cheese Sandwich

SIDE ORDER	2.00	Beef Sticks
_____	1.00	Potato Salad
_____	1.00	Mixed Baked Beans
_____	1.00	Chips (Plain)
_____	1.00	Pickle (Large Whole)
_____	.50	Fruit: ___Apple___Orange

DESSERT	2.50	Pie: ___A___B___C
_____	1.00	Ice Cream Square
_____	1.00	Watermelon Slice
_____	1.00	Cookie _____
_____	.50	Ice _____

BEVERAGE	1.00	Pop _____
_____	1.00	Bottled Water _____
_____	.50	Lemonade _____
_____	.50	Milk: ___White___Chocolate
_____	50	Coffee (Decaf) _____

TOTAL

Stand 1

Name: _____

Window # (circle one) 1 2 3 4 5 6 7 8

ENTREE	3.00	Grilled Chicken Sandwich
_____	3.00	Bratwurst / Kraut ___W___WO
_____	2.50	Hot Beef Sandwich
_____	2.50	Barbeque
_____	2.50	Chili Dog
_____	2.00	Hot Dog
_____	2.00	Walking Taco
_____	2.00	Grilled Cheese Sandwich

SIDE ORDER	2.00	Beef Sticks
_____	1.00	Potato Salad
_____	1.00	Mixed Baked Beans
_____	1.00	Chips (Plain)
_____	1.00	Pickle (Large Whole)
_____	.50	Fruit: ___Apple___Orange

DESSERT	2.50	Pie: ___A___B___C
_____	1.00	Ice Cream Square
_____	1.00	Watermelon Slice
_____	1.00	Cookie _____
_____	.50	Ice _____

BEVERAGE	1.00	Pop _____
_____	1.00	Bottled Water _____
_____	.50	Lemonade _____
_____	.50	Milk: ___White___Chocolate
_____	50	Coffee (Decaf) _____

TOTAL

Stand 2

Name: _____

Window # (circle one) A B C D E F G H

ENTREE

7.00	_____	Pizza (whole)	_____	Pep	_____	Cheese
1.50	_____	Pizza (slice)	_____	Pep	_____	Cheese
3.50	_____	Cheeseburger	_____			
3.00	_____	Hamburger	_____			
2.50	_____	Chili Dog	_____			
2.00	_____	Hot Dog	_____			

SIDE ORDER

4.00	_____	Cheese Curds	_____
2.50	_____	Nachos w Cheese/meat	_____
2.00	_____	Nachos & Cheese	_____
2.00	_____	Beef Sticks	_____
2.00	_____	French Fries	_____
1.00	_____	Chips (Plain)	_____
1.00	_____	Pickle (Large Whole)	_____
.50	_____	Fruit: _____	Apple _____
	_____		Orange _____

DESSERT

2.50	_____	Pie: _____	A _____	B _____	C _____
1.00	_____	Ice Cream Square	_____		
1.00	_____	Watermelon Slice	_____		
1.00	_____	Cookie	_____		
.50	_____	Ice	_____		

BEVERAGE

1.00	_____	Pop	_____
1.00	_____	Bottled Water	_____
.50	_____	Lemonade	_____
.50	_____	Milk: _____	White _____
.50	_____	Coffee (Decaf)	_____

TOTAL _____

Stand 2

Name: _____

Window # (circle one) A B C D E F G H

ENTREE

7.00	_____	Pizza (whole)	_____	Pep	_____	Cheese
1.50	_____	Pizza (slice)	_____	Pep	_____	Cheese
3.50	_____	Cheeseburger	_____			
3.00	_____	Hamburger	_____			
2.50	_____	Chili Dog	_____			
2.00	_____	Hot Dog	_____			

SIDE ORDER

4.00	_____	Cheese Curds	_____
2.50	_____	Nachos w Cheese/meat	_____
2.00	_____	Nachos & Cheese	_____
2.00	_____	Beef Sticks	_____
2.00	_____	French Fries	_____
1.00	_____	Chips (Plain)	_____
1.00	_____	Pickle (Large Whole)	_____
.50	_____	Fruit: _____	Apple _____
	_____		Orange _____

DESSERT

2.50	_____	Pie: _____	A _____	B _____	C _____
1.00	_____	Ice Cream Square	_____		
1.00	_____	Watermelon Slice	_____		
1.00	_____	Cookie	_____		
.50	_____	Ice	_____		

BEVERAGE

1.00	_____	Pop	_____
1.00	_____	Bottled Water	_____
.50	_____	Lemonade	_____
.50	_____	Milk: _____	White _____
.50	_____	Coffee (Decaf)	_____

TOTAL _____

Stand 2

Name: _____

Window # (circle one) A B C D E F G H

ENTREE

7.00	_____	Pizza (whole)	_____	Pep	_____	Cheese
1.50	_____	Pizza (slice)	_____	Pep	_____	Cheese
3.50	_____	Cheeseburger	_____			
3.00	_____	Hamburger	_____			
2.50	_____	Chili Dog	_____			
2.00	_____	Hot Dog	_____			

SIDE ORDER

4.00	_____	Cheese Curds	_____
2.50	_____	Nachos w Cheese/meat	_____
2.00	_____	Nachos & Cheese	_____
2.00	_____	Beef Sticks	_____
2.00	_____	French Fries	_____
1.00	_____	Chips (Plain)	_____
1.00	_____	Pickle (Large Whole)	_____
.50	_____	Fruit: _____	Apple _____
	_____		Orange _____

DESSERT

2.50	_____	Pie: _____	A _____	B _____	C _____
1.00	_____	Ice Cream Square	_____		
1.00	_____	Watermelon Slice	_____		
1.00	_____	Cookie	_____		
.50	_____	Ice	_____		

BEVERAGE

1.00	_____	Pop	_____
1.00	_____	Bottled Water	_____
.50	_____	Lemonade	_____
.50	_____	Milk: _____	White _____
.50	_____	Coffee (Decaf)	_____

TOTAL _____