

# Food Stand Day Chair Duties



## An Overview of Responsibilities and Best Practices

Being a day chair is a role that comes with a myriad of responsibilities and requires a diverse skill set. The day chair acts as a pivotal point of coordination and leadership, ensuring that daily operations run smoothly and efficiently. This document outlines the key duties associated with this role, providing a comprehensive guide for those who are new to the position or seeking to enhance their understanding and performance.

## Responsibilities

One of the primary duties of a day chair is to get things ready, help keep things moving smoothly and coordinate. This can vary by shift but ultimately involves:

- **Stand and Food Preparation:** Ensure that food and appliances are warmed, prepared, and ready to be served depending on your shift. (See chart for details)
- **Efficiency:** Check with cashier periodically to see if more change is needed, more menus for servers, etc. If more cash/menus are needed in your stand, visit the trailer behind the stand. Notify a food stand manager if more food needs to be ordered.
- **Food Safety:** Make sure kitchen workers are wearing white aprons, Hair net or hats
- **Liaison:** Acting as a liaison between club coordinator and manager for needs. The club coordinator needs to stay in the stand, you have the ability to move around as necessary.
- **Communication:** Ensure the club coordinator understands their role and process at the beginning of their shift (give them the free drink coupons to hand out to their clubs at the end of their shift). Help the cashier understand the charge slip process. Help the food stocker know where to go for more as necessary.
- **Conflict Resolution:** Addressing any conflicts or issues that arise within the team, working towards effective and amicable solutions, notifying managers of any issues.
- **Adjustments and Flexibility:** Be prepared to adjust the food stand as needed, accommodating any unforeseen changes or urgent tasks that may arise, such as inclement weather, conflict, or emergency situations.
- **Motivation and Morale:** Keeping the team motivated and maintaining high morale, fostering a positive and productive work environment. You also agree to abide by [WI 4-H Volunteer Behavior Expectations](#).

# Specific Shift Tasks These are not an exclusive list, but pretty close to the list of tasks for each shift.

## WEDNESDAY

STAND 1	STAND 2
	<b>6:30 am-12:30 pm</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Turn on slushie machine</li> <li><input type="checkbox"/> Fill pie shelves</li> <li><input type="checkbox"/> Turn on grill/fryers</li> <li><input type="checkbox"/> Cut Watermelon</li> <li><input type="checkbox"/> Stock the drink cooler</li> <li><input type="checkbox"/> Start hot dogs, taco meat</li> <li><input type="checkbox"/> Stock cash registers</li> <li><input type="checkbox"/> Get out menus/pencils</li> <li><input type="checkbox"/> Fill water jug for workers</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Check in Volunteers @11am</li> </ul>
<b>11:30 am-5:30 pm</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start BBQ</li> <li><input type="checkbox"/> Turn on steam table and fill water baths</li> <li><input type="checkbox"/> Start beans, hot dogs, brats</li> <li><input type="checkbox"/> Stock cash registers</li> <li><input type="checkbox"/> Stock menus/pencils</li> <li><input type="checkbox"/> Worker water jug is full</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>	<b>11:30 am-5:30 pm</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worker water jug is full</li> <li><input type="checkbox"/> Food is stocked</li> <li><input type="checkbox"/> Menus/pencils stocked</li> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>
<b>4:30 pm-10:30 pm</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Stop cooking at 9:00 pm</li> <li><input type="checkbox"/> Close windows 9:30 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise club shift clean up <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters</li> <li>○ Leftover food to fridge</li> <li>○ Stock the cooler</li> <li>○ Thaw tomorrow's chicken in fridge</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>	<b>4:30 pm-10:30 pm</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Watermelon stocked</li> <li><input type="checkbox"/> Turn off grill and pizza at 9:00 pm</li> <li><input type="checkbox"/> Close windows 9:30 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise cleanup <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters &amp; grill</li> <li>○ Leftover food to fridge</li> <li>○ Give away leftover pizza</li> <li>○ Stock the cooler</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>

## THURSDAY

STAND 1	STAND 2
<p style="text-align: center;"><b>6:30 am - 12:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Pancakes prep <ul style="list-style-type: none"> <li>○ Mix Batter</li> <li>○ Warm Sausage</li> <li>○ Put out Syrup Bottles</li> </ul> </li> <li><input type="checkbox"/> Start BBQ</li> <li><input type="checkbox"/> Turn on steam table, fill baths</li> <li><input type="checkbox"/> Start beans, hot dogs, brats</li> <li><input type="checkbox"/> Stock cash registers</li> <li><input type="checkbox"/> Stock menus/pencils</li> <li><input type="checkbox"/> Make sure water jug is full</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>	<p style="text-align: center;"><b>6:30 am - 12:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Turn on slushie machine</li> <li><input type="checkbox"/> Fill pie shelves</li> <li><input type="checkbox"/> Turn on grill/fryers</li> <li><input type="checkbox"/> Cut Watermelon</li> <li><input type="checkbox"/> Make sure drinks are stocked</li> <li><input type="checkbox"/> Start hot dogs, taco meat</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>
<p style="text-align: center;"><b>11:30 am - 5:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worker water jug is full</li> <li><input type="checkbox"/> Food is stocked</li> <li><input type="checkbox"/> Menus/pencils stocked</li> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>	<p style="text-align: center;"><b>11:30 am - 5:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worker water jug is full</li> <li><input type="checkbox"/> Food is stocked</li> <li><input type="checkbox"/> Menus/pencils stocked</li> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Drink coupons for club coordinators</li> </ul>
<p style="text-align: center;"><b>4:30 pm-10:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Stop cooking at 9:00 pm</li> <li><input type="checkbox"/> Close windows 9:30 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise club shift clean up <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters</li> <li>○ Leftover food to fridge</li> <li>○ Stock the cooler</li> <li>○ Thaw tomorrow's chicken in fridge</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>	<p style="text-align: center;"><b>4:30 pm-10:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Watermelon stocked</li> <li><input type="checkbox"/> Turn off grill and pizza at 9:00 pm</li> <li><input type="checkbox"/> Close windows 9:30 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise cleanup <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters &amp; grill</li> <li>○ Leftover food to fridge</li> <li>○ Give away leftover pizza</li> <li>○ Stock the cooler</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>

## FRIDAY

STAND 1	STAND 2
<p style="text-align: center;"><b>6:30 am - 12:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Scramble eggs prep</li> <li><input type="checkbox"/> Start BBQ</li> <li><input type="checkbox"/> Turn on steam table, fill water baths</li> <li><input type="checkbox"/> Start beans, hot dogs, brats</li> <li><input type="checkbox"/> Stock cash register</li> <li><input type="checkbox"/> Stock menus/pencils</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>	<p style="text-align: center;"><b>6:30 am - 12:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Turn on slushie machine</li> <li><input type="checkbox"/> Fill pie shelves</li> <li><input type="checkbox"/> Turn on grill/fryers</li> <li><input type="checkbox"/> Cut Watermelon</li> <li><input type="checkbox"/> Stock drinks in cooler</li> <li><input type="checkbox"/> Start hot dogs, taco meat</li> <li><input type="checkbox"/> Stock cash register</li> <li><input type="checkbox"/> Stock menus/pencils</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>
<p style="text-align: center;"><b>11:30 am - 5:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worker water jug is full</li> <li><input type="checkbox"/> Food is stocked</li> <li><input type="checkbox"/> Menus/pencils stocked</li> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>	<p style="text-align: center;"><b>11:30 am - 5:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worker water jug is full</li> <li><input type="checkbox"/> Food is stocked</li> <li><input type="checkbox"/> Menus/pencils stocked</li> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>
<p style="text-align: center;"><b>4:30 pm-10:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Stop cooking at 9:00 pm</li> <li><input type="checkbox"/> Close windows 9:30 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise club shift clean up <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters</li> <li>○ Leftover food to fridge</li> <li>○ Stock the cooler</li> <li>○ Thaw tomorrow's chicken in fridge</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>	<p style="text-align: center;"><b>4:30 pm-10:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Watermelon stocked</li> <li><input type="checkbox"/> Turn off grill and pizza at 9:00 pm</li> <li><input type="checkbox"/> Close windows 9:30 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise cleanup <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters &amp; grill</li> <li>○ Leftover food to fridge</li> <li>○ Give away leftover pizza</li> <li>○ Stock the cooler</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>

## SATURDAY

STAND 1	STAND 2
<p style="text-align: center;"><b>6:30 am - 12:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Start BBQ</li> <li><input type="checkbox"/> Turn on steam table, fill water baths</li> <li><input type="checkbox"/> Start beans, hot dogs, brats</li> <li><input type="checkbox"/> Stock cash register</li> <li><input type="checkbox"/> Stock menus/pencils</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>	<p style="text-align: center;"><b>6:30 am - 12:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Turn on slushie machine</li> <li><input type="checkbox"/> Fill pie shelves</li> <li><input type="checkbox"/> Turn on grill/fryers</li> <li><input type="checkbox"/> Cut Watermelon</li> <li><input type="checkbox"/> Stock drinks in cooler</li> <li><input type="checkbox"/> Start hot dogs, taco meat</li> <li><input type="checkbox"/> Stock cash register, menus/pencils</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>
<p style="text-align: center;"><b>11:30 am - 5:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worker water jug is full</li> <li><input type="checkbox"/> Food is stocked</li> <li><input type="checkbox"/> Menus/pencils stocked</li> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>	<p style="text-align: center;"><b>11:30 am - 5:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worker water jug is full</li> <li><input type="checkbox"/> Food is stocked</li> <li><input type="checkbox"/> Menus/pencils stocked</li> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>
<p style="text-align: center;"><b>4:30 pm-10:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Stop cooking at 9:00 pm</li> <li><input type="checkbox"/> Close windows 9:30 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise club shift clean up               <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters</li> <li>○ Leftover food to fridge</li> <li>○ Stock the cooler</li> <li>○ Thaw tomorrow's chicken in fridge</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>	<p style="text-align: center;"><b>4:30 pm-10:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Watermelon stocked</li> <li><input type="checkbox"/> Turn off grill and pizza at 9:00 pm</li> <li><input type="checkbox"/> Close windows 9:30 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise cleanup               <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters &amp; grill</li> <li>○ Leftover food to fridge</li> <li>○ Give away leftover pizza</li> <li>○ Stock the cooler</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>

## SUNDAY

STAND 1	STAND 2
<p style="text-align: center;"><b>6:30 am - 12:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Start BBQ</li> <li><input type="checkbox"/> Turn on steam table, fill water baths</li> <li><input type="checkbox"/> Start beans, hot dogs, brats</li> <li><input type="checkbox"/> Stock cash register</li> <li><input type="checkbox"/> Stock menus/pencils</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>	<p style="text-align: center;"><b>6:30 am - 12:30 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plug in coffee</li> <li><input type="checkbox"/> Turn on slushie machine</li> <li><input type="checkbox"/> Turn on grill/fryers</li> <li><input type="checkbox"/> Cut Watermelon</li> <li><input type="checkbox"/> Stock drinks in cooler</li> <li><input type="checkbox"/> Start hot dogs, taco meat</li> <li><input type="checkbox"/> Stock cash register, menus/pencils</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> </ul>
<p style="text-align: center;"><b>12:00 pm – 6:00 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Slow down on stocked food</li> <li><input type="checkbox"/> Cash register stocked</li> <li><input type="checkbox"/> Stop cooking at 4:30 pm</li> <li><input type="checkbox"/> Close windows 5:00 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise club shift clean up <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters</li> <li>○ Leftover food to fridge</li> </ul> </li> <li><input type="checkbox"/> Cash to the Trailer</li> </ul>	<p style="text-align: center;"><b>11:30 am - 2:00 pm</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Turn grill off at noon.</li> <li><input type="checkbox"/> Close windows at 1:00 pm</li> <li><input type="checkbox"/> Drink coupons to club coordinators</li> <li><input type="checkbox"/> Supervise cleanup <ul style="list-style-type: none"> <li>○ Sweep &amp; Mop the floors</li> <li>○ Dishes &amp; Clean counters &amp; grill</li> <li>○ Leftover food to fridge</li> <li>○ Give away leftover pizza</li> </ul> </li> <li><input type="checkbox"/> Cash to Trailer</li> </ul>