

# La Crosse County 4-H

## Food Stand Cashier Duties



UW-MADISON EXTENSION  
LA CROSSE COUNTY

The primary responsibility of the Cashier is to handle the transactions of purchases made at the Food Stand, and make sure the money is accounted for and safe during your shift. Here is more information to help you do just that!

- There is one register at each stand, in the corner by the order taker station. A stool is provided for you, and only you! Youth should not be sitting during their shift.
- Since you are not handling food, you do not need gloves, apron, or hairnet. Please dress appropriately and you are allowed to have your cell phone on you, however, you will be so busy, and will probably only use it to calculate transactions.
- At the start of your shift, check in with the day chair on the west side of the food stand. Put on a nametag. And head to your stand's cash register.
- You will sign in at the beginning and out at end of a shift on a piece of paper at your register.
- You are responsible for money counts and accurate change transactions.
- Let your day chair know your supply needs: change, order slips, and pencils before your shift starts and during the shift as necessary.
  - If you need more of a specific denomination of money, make sure you can exchange for \$100 of those bills with the larger bills in your register with the day chair.
- You are responsible for the cash register during your shift. You should not need to leave it.
  - If you need to use the restroom or need water, notify your club coordinator or day chair, and wait for someone to step in for you.
  - **Important tip:** do not close the cash drawer! It's easier to use the machine with it slightly open. If you close it, punch a sale button, hopefully it opens. All transaction math happens with the order takers on their order pads, and with calculators. They may need some help with this!
- Follow the Food Stand Charge account and coupon process:
  - The Food Stand Manager has cards for each family holding a charged account. Each stand has a card catalog at the register in alphabetical order by last name. Write down the amount to be charged to the family and your initials and date. No change is given. Put the card back in the folio.
  - Food Stand coupons at the fair are given for awards, rewards, and appreciation. The coupon covers the dollar amount stated on it; however, the customer does not receive change. Take coupon and put it in the jar that is by your register.
- If a customer tells us to keep the change, the youth then keeps it as that is their tip. If the customer hands the change to you, please give it to the youth who helped them.
- When your shift is done, you get a coupon for a free beverage from the Food Stand! Thank you for donating your time and talents to help us have a successful Fair!