

La Crosse County 4-H

Food Stand Club Coordinator



UW-MADISON EXTENSION
LA CROSSE COUNTY

The primary responsibility of the Club Coordinator is to be the point of contact for day chairs and food stand managers to relay information for volunteers and to assist the club's shift in maintaining morale and efficiency.

- Club Coordinators have a lot of pre-fair duties and organizational duties. During their shift, they may operate in another role as well.
- Pre-fair operations:
 - **April:** connect with Food Stand management to confirm the club's shifts for the upcoming fair.
 - **April-July:** Determine if any club-specific policies need to happen, IE, cumulative tip distribution, behavioral expectations, etc.
 - **July:** volunteer manager will send a list of all who are signed up to help at your stand during your shift. There may be people on there you do not know who are from other clubs. This is normal, if spots are still available in July, others may step in to fill them.
 - Optional: Introduce yourself via email Ask if they have any questions/concerns before their shift (if there's anything you can't answer, direct them to the Extension Office).
 - Are their still open spots that need filling? Notify families who haven't signed up yet and ask them to fill those spots. You can also ask friends of your 4-H club to fill those spots as well. If people step up and don't fill out the form, please notify the Extension Office so we are aware that position is filled.
- FAIR TIME!
 - Assist the day chair in checking in volunteers, making sure they are at their assigned stations, hands washed, aprons/hair nets on and ready to go.
 - If the club has both stands in one shift, the club coordinator should oversee the workers on each side and be available to assist as needed. If one side only, then the coordinator can take on another position.
 - Ensure that customers are happy, volunteers and youth are respectful and that orders are timely. This may mean helping the day chair with any conflicts that arise.
 - Step in for volunteers as needed for a break. If all roles are too busy to relieve someone, ask the day chair for help.
 - 15 minutes before the end of your shift, request drink coupons from the day chair, and hand them out to all the helpers.
 - Optional – depending on your club policies – disperse the cumulative tips. OR, if your club has no tip policy, ask order takers to give an amount to youth who are not order takers (cloverbuds, slushy, nacho, stockers, etc).
 - **Closing/Opening:** your day chair will have specific duties for clubs who open and close the food stand on given days. One hour before it closes for the day, check in with the day chair on no more food production and the process on how to close.

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