

La Crosse County 4-H

Order Dispatcher Duties



UW-MADISON EXTENSION
LA CROSSE COUNTY

The primary responsibility of the Order Dispatcher is to communicate between the order takers and the food preparation volunteers, loudly and clearly. Here is more information to help you do just that!

- At the start of your shift, check in with the day chair on the west side of the food stand. Put on a nametag, a white apron, and hair net (if needed – otherwise wear a hat).
- Wash your hands and put on gloves.
- Get familiar with the order taker names and counter helper names.
- When you receive an order slip from an order taker:
 - Confirm the order with the order taker, and if there are any specific requests, or condiments; make sure order taker has put a name on the slip it before they leave you.
 - Alert the kitchen staff to the order – ie. We need 2 grilled cheese and a brat, no kraut!
 - Bag the order up when ready, along with condiments.
 - When the order is up, alert the order taker – ie. Charles! Your grilled cheese/brat is ready! They will bring the order to the customer it belongs to.
- Youth may need access to a parent in the kitchen, you may need to step in for that parent if they need to step away or notify a day chair/club coordinator of the need.
- You may need to remind the order takers multiple times to put names on the menus and to not sit on or lean against the counters.
- Remember to speak loudly and clearly, it can be noisy and busy!
- When your shift is done, you get a coupon for a free beverage from the Food Stand. Throw away your gloves, apron, and hair net, grab your personal items from the cupboard, and thank you for donating your time and talents to help us have a successful Fair!