

# Ingham County 4-H Council

## Food Stand Shift Manager

*In order that the Ingham County 4-H Program may provide quality youth programming, offer safe and quality food, and raise funds for activities throughout the year, the 4-H Council operates the Ingham County 4-H Food Booth annually during Fair week.*

*Any questions regarding the operations and management of the Ingham County 4-H Food Booth should be directed to the Ingham County 4-H Council. Major decisions regarding the Food booth are discussed and recommended by the Food Booth Committee and determined by the Ingham County 4-H Council.*

### Objectives:

- To raise funds for the Ingham County 4-H Program
- To provide a positive, educational experience for 4-H members and volunteer adult workers
- To provide a positive image of 4-H
- To provide quality food service to the public

### Responsibilities:

- Responsible for overall health and safety of both customers and volunteers
- Supervise set-up and cleaning of Food booth (depending on shift)
- Management, training and supervision of youth and adult volunteer workers
- Be responsible for ensuring the opening/closing of the Food booth each day (depending on shift)
- Count money at the end your shift of the for deposit and follow the financial rules as outlined
- Oversee preparation of food, line management and proportion control
- Report all injuries, accidents, and serious complaints to **4-H** Program Coordinator within 24 hours of incident
- Follow all state and federal regulation for food safety and proper food handling guidelines
- Operate under the guidelines of the 4-H Operating Procedures Manual

The Shift Manager must go through the MSU Extension Volunteer Selection Process, be of gold volunteer status, have had a background check, and enrolled in 4-H Online.

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I have read and understand the above conditions and agree to abide by them. I have read and understand the 4-H Food stand Operating Procedure manual and I agree to comply with the policies, rules, and regulations of the 4-H Youth Development Program and local Extension Unit. I have read and agree to abide by the Michigan 4-H Volunteer Code of Ethics.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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4-H Council President

\_\_\_\_\_  
DATE