

Johnson County 4-H Council
Food Stand Manager
Position Description

Summary

Responsible for operating 4-H Council food stand during the Johnson County Fair. Ensure operations meet all federal and state requirements. Work to meet fundraising goals in coordination with the 4-H Council Food Stand Committee and Extension staff.

Responsibilities:

1. Oversee the day-to-day operations of the 4-H food stand on the Johnson County Fairgrounds, including all procedures for opening and closing the facilities each day.
2. Work with 4-H Council Food Stand Committee to plan the menu, obtain required permits, identify vendors, and purchase food.
3. Provide documented directions and supervision to paid staff member and food stand volunteers.
4. Ensure food safety and sanitation practices are followed at all times.
5. Maintain an accurate accounting of income and expenses. Ensure cash is counted on a daily basis and secured in a locked safe. The money will be deposited daily in the Food Stand Account at the community bank.
6. Ensure that adequate supplies are restocked in the stand during hours of operation.
7. Take daily supplies inventory and arrange for additional food orders as needed.
8. Ensure fryers, grills and all other equipment are in proper working order.
9. Serve as the Person in Charge in all matters related to licensing and inspection.

Requirements:

1. Must be available to work in conjunction with 4-H Council Food Stand Committee as needed for planning and preparation from May to July, and up to 60 hours as necessary during the week of the Johnson County Fair during the hours of 10:00 am and 11:30 pm.
2. Review Food Safety Guidelines:
 - <https://www.ksre.k-state.edu/foodsafety/topics/4h.html>
3. Must have food safety certification or sufficient knowledge to meet state Person in Charge requirements.
4. Must be able to lift up to 50 lbs.

Additional Qualifications:

1. Current or prior association with the Johnson County 4-H program is preferred but not required.
2. Supervisory experience is also preferred.

Employment Terms and Compensation:

The Johnson County 4-H Council Food Stand Personnel Subcommittee, as an affiliate of the Johnson County Extension Council will serve as the supervisory authority for this position, which will be paid a \$1,000 stipend for all services rendered, issued on a 1099 basis.