

Dear 4-H'ers, Parents, and Leaders:

The Chuckwagon concession stand is the major fundraiser for the 4-H Council. The operation of the Chuckwagon should be a good and fun-filled learning experience for all 4-H families. At the same time, it is important to serve the public in a courteous manner and to handle food correctly to prevent any possible food borne illness. Food safety is a concern any time food is served. Don't risk the Chuckwagon's good reputation by careless food handling. Other rules ensure your personal safety and financial success of this fundraiser.

- For the designated shift, it is the whole club's responsibility to properly staff the stand.
 - The Breakfast shift has 10 positions (5 adults, 3 junior leaders, and 2 younger 4-H'ers).
 - The Lunch and evening shift have 15 positions (5 adults, 5 junior leaders, and 5 younger 4-H'ers).
- Please make sure that experienced 4-H families are working with new families.
- Work shifts overlap by 30 minutes. This is to give time for transition and get directions from outgoing groups.
- Serve customers properly with a smile.
- NO eating or drinking during your shift in the kitchen/ service area.
- No free food or drinks for club members and others serving in the concession stand.
- During your shift, give helpers a break during slow periods. When they leave tell them to return at a specific time.
- Each club is responsible for the building being clean during service and before leaving their shift.
- Members should not accept tips. If tip money is left, please give it to the cashier.
- **FOOD SALE:** Help the 4-H Council by purchasing some of the leftover food supplies. Sale will begin at 8:00 a.m. Saturday, July 21. Clubs will be cleaning out freezers and refrigerators so please bring a cooler.

Practice Good Hygiene

- Dress neatly and be well groomed when serving in the concession stand. Wear clean, closed toe shoes such as tennis shoes or boots. Flip flops and sandals are easy to trip in, may have a slippery sole, and are not protective of toes/feet from a falling knife, stubbing a toe, hot foods/water, or objects in the kitchen.
- Hair should be pulled back or a clean hat to contain hair and prevent you from touching it while serving.
- Eating, drinking, or use any form of tobacco ONLY in designated areas away from food preparation.
- Do not use common cloth towels or aprons for hand wiping.
- Do not touch ready-to-eat food with bare-hands. Follow single-use glove guidelines.
- Wear nails short, clean, and unpolished.
- Cover open cuts and burns with finger cots, bandages, or single use gloves
- Wash hands only in the hand sink, not in the dishwashing, food preparation, or mop sinks. Everyone reporting for duty at the concession stand is asked to wash your hands first using soap and warm water.

Basic Food Safety Rules,

Keep foods out of the DANGER ZONE!

- Cook foods to proper temperature, especially hamburgers.
- Keep hot foods hot- **above** 140° F
- Keep cold foods cold-**below** 40° F
- Keep entry into refrigerator minimal.
- Keep small amounts of cold food (potato salad, shredded cheese, tomatoes, etc.) out in pan of ice. Replace ice as it melts.
- Keep foods covered, in foil, or in plastic bags.
- Prevent cross contamination.
- Store foods and chemicals properly
- Clean and sanitize surfaces and dishes.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	7:00 - Noon	7:00 - Noon	7:00 - Noon	7:00 - Noon
	Northeast Scott	Northwest Scott	Northeast Scott	Barnstormers
			Landmark Volunteers	
2:00 - 5:00	11:30 - 4:30	11:30 - 4:30	11:30 - 3:00 Bourbon	11:30 - 4:30
Kitchen Committee will be working not serving.	Uniontown	Barnstormers	County Sherriff Dept.	Hiattville
		Landmark Volunteers		
4:00 - 9:00	4:00 - 9:00	4:00 - 9:00	3:00- 8:30	4:00 – 8:30
Northeast Scott	Uniontown	Northwest Scott	Hiattville	Northeast Scott

Chuckwagon Committee: Pam Kimrey (Food Stand Manager), Marge Madison (Barnstormers), Diane Brillhart (Hiattville), Sue Reinecke (Northeast Scott), Rachel Wagner (Northwest Scott) and Melanie Bloesser (Uniontown).

_____ will pick up and return the laundry.

BREAKFAST SCHEDULE

9 Positions (4 Adults, 3 Junior Leaders and 2 younger 4-H'ers)

Grill	
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<u>Adults Only</u> - fry cooks to make biscuits and gravy, eggs, etc. Be there at 6:30 a.m. Canned biscuits will be supplied for you to bake.	1. 2.
Cashier <u>Adult Only</u> - to take orders and handle cash register. Check supply of change and tickets before you run low. Total each ticket for record purposes.	1.
<u>Junior Leaders</u> - for preparing the plates, put jelly, butter, cream, sugar, and napkins on tables, and serve juice, milk, and coffee.	1. 2.
Dishwasher to keep all dishes and pans washed and put away.	1.
4-H'er – Deliver food orders to seated customers, refill tea, coffee and water.	1. 2.
All 4-Her's will be responsible for clearing the tables of trash and dishes. Wipe down chairs and tables as needed.	
Empty waste baskets into outside dumpster on north side of the 4-H building. Put out supply of towels and tissue in restrooms and sweep as needed. Sweep around tables, kitchen, patio, and walks, empty all waste baskets into outside trash dumpster. (Trash hauler picks up trash in the mornings.)	4-H Club - Do before leaving your clubs shift.

LUNCH AND EVENING SCHEDULES

15 Positions (5 Adults, 5 Junior Leaders and 5 younger 4-H'ers)

Grill <u>Adults</u> - Fry hamburgers and cheeseburgers, and keep a supply of onions and pickles for use.	1. 2.
Junior Leaders or Adults - Prepare plate lunches, side orders, nachos, etc. Have a supply of	1.

baked beans, sliced tomatoes, tea and coffee. Cut pie if needed. Fill individual packet, and napkin dispensers.	2. 3. 4.
Cashier Adult - Take orders and handle cash register. (May need another person to help with this during rush hours.) Check supply of change and tickets before you run low. Total tickets for record purposes.	1.
4-Her's to help dispense drinks and ice cream.	1. 2.
4-Her's will deliver food orders to seated customers, refill tea, coffee and water. Wipe down chairs and tables as needed.	1. 2.
All 4-Her's will be responsible for clearing the tables of trash and dishes. Wipe down chairs and tables as needed.	All 4-Her's will be responsible for clearing the tables of trash and dishes. Wipe down chairs and tables as needed.
Adult to oversee tables, making sure everyone is waited on and tables are being cleaned off. See that all dirty dishes are put in south window.	1.
Dishwasher to keep all dishes and pans washed and put away.	1.
Fill water cooler, do general pick-up of the 4-H Building inside and out. Empty all trash containers into the dumpster located on the north side of the 4-H Building. Sweep restrooms, empty waste baskets into outside trash dumpster. Put out supply of towels and tissue in restrooms as needed. Sweep building, kitchen and around tables. Scrub kitchen floor at closing time. Change furnace filters each night before closing. Turn off exhaust fan and close kitchen window. Empty cash register. Be sure all doors are locked before exiting through the kitchen door (Trash hauler picks up in the mornings).	4-H Club – De before leaving for the night.

Chuckwagon Positions and details:

Cashier- must be an adult, take orders and handle cash register. The public deserves this courtesy of an accurate order and exchange of money.

- Tickets are to be given to the Grill cook.
- Total tickets for record purposes.
- Members are not to accept tips. If any tip money is left, it is to be put in the cash register
- Check supply of change and tickets before you run low.
- Oversee helpers who are dispensing drinks, water, and ice cream.
- Refills
 - No free or discounted refills on soda pop.

- Free re-fills on coffee, tea, and water.
- No re-usable cups or mugs.
- No free food or drinks for club members and others serving in the concession stand.
- 4-H'ers and adults should not drink or eat while working in the concession stand.

Grill Cook- must be an adult, prepare foods on grill.

- Wash and save all large cans for grease from the grill.
- Keep the grease pan from the grill emptied.
- Breakfast:
 - Prepare some bacon and sausage ahead.
 - Cook eggs to order.
 - Assemble breakfast burritos.
- Hamburgers
 - Do not thaw hamburger patties, cook from frozen state.
 - Grill to 160° internal temperature, use food thermometer to check.
 - Watch demand- Do not cook too many hamburgers ahead for holding (they are a \$1/patty). Keep hot at 140°.
- End of evening shift:
 - Shut grill off 30 minutes prior to evening shift ending.
 - Clean grill
 - Turn off exhaust fan and close kitchen window.

Dishwasher- 1 adult or older 4-H'er

- Keep all dishes and pans washed and put away.
- Follow proper washing procedure.
- Sanitize counter surfaces as needed.

Drink Server-two 4-H'ers

- You do not need to wear gloves, wash hands often.
- Take menu orders to grill cook.
- Keep bottled water stocked in small refrigerator.
- Refill seated customer's tea, coffee, and water.
- Cups
 - Handle cups by the bottom part of the cup when filling and serving, not by the rim of the cup where people drink.
 - Store cups upside down in basket.
 - Fill cups 2/3 to ¾ full of ice, then fill with water, tea, or soda.
- Ice
 - Store ice scoop in pitcher (hanging on basket with cups) and NOT in the ice bin.
 - Do not drop bags of ice on floor to break up chunks...the floor is dirty!
- Pitchers and Ice Scoop

- Should be washed every 4 hours or in between breakfast and lunch, lunch and dinner, and after dinner.
- Breakfast beverages
 - Milk, chocolate milk, and orange juice, keep in ice with a bottom layer of ice. This minimizes opening a refrigerator.
 - Wash and rinse ice chest used to hold milk and juice at the end of shift.

Kitchen Area- 1 Adult and 2-3 older 4-H'ers

- Breakfast Shift
 - Breakfast preparation:
 - Prepare gravy
 - Bake biscuits
 - Prepare coffee
 - Lunch preparation:
 - Cut onions, tomatoes, make ice tea, cut pies, etc.
 - Heat up nacho cheese, pulled pork, and chili in crockpots.
 - Heat up baked beans, green beans, mashed potatoes, etc.
- Lunch and evening shift
 - Assemble lunch plate specials, side orders, nachos, taco salads, etc.
 - Cut onions, tomatoes, make ice tea, cut pies, etc.
 - Heat up nacho cheese, pulled pork, and chili in crockpots.
 - Heat up baked beans, green beans, mashed potatoes, etc.

Food Deliverer- two 4-H'ers

- Deliver food orders to seated customers.
- Have grill cook or steam table server double check order slip.
- Use tray to deliver food orders to seated customers.
 - Be sure to give them all necessary condiments and silverware to go with the order.
 - Double check if customer needs anything else.
 - Return key fob to cashier and tray to kitchen.

Table Overseer, Adult

- Make sure everyone is waited on.
- Sanitize counters and surfaces
 - Do not spray if people are sitting at the table.
 - Sanitation Solution: 1 tsp Clorox/1 quart water in spray bottle.
- Eating area:
 - Tables and chairs are clean

- Trash taken out
 - Floors are swept and mopped
- Kitchen:
 - Sweep and mop
 - Take trash out as needed.
 - Refill paper towels and hand soap at hand washing sink.
- Bathrooms:
 - Put out supply of paper towels, hand soap, and toilet paper as needed.
 - Clean stool, sink, and mirror.
 - Empty trash
 - Sweep and mop floors
- Other
 - Sweep patio and under black entry mat.
 - Change furnace filters each night before closing.