

## Minidoka County Job Descriptions for 4-H Food Booth Workers

*The following is a list of descriptions for those working in the 4-H Food Booth. Some of the rules apply to everyone, and these have been listed first. A description of each specific area has been described in further detail. Thank you for taking the time to review this with all 4-H members. Let's make working in the food booth a fun and rewarding experience.*

### **All Workers MUST:**

**Arrive a minimum of 15 minutes prior to your club's start time.**

Put on an apron.

Wash your hands in the white sink next to the steel sinks.

Health rules require you to use SOAP and WATER.

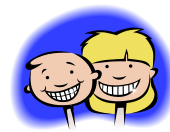
Everyone, please be polite and courteous to all customers and co-workers!

Hands must be washed after each different project, such as washing dishes, or filling bowls and supplies, especially before handling any food item.

### **Dress Code & Customer Service Rules:**

- ⇒ Socks and Closed Toed Shoes are required
- ⇒ No tank tops or sleeveless shirts
- ⇒ Clean attire
- ⇒ Shorts may be worn but no cut-off, ragged edges
- ⇒ Hair neat & clean and pulled back
- ⇒ Remember – personal appearance is “extremely important”
- ⇒ **Cell phones are not allowed on shift**

*Service with a Smile!*



### **Guidelines for the SHIFT SUPERVISOR(s) -- 2 people minimum:**

- 📖 Helps Manager organize group to individual jobs.
- 📖 Makes sure each group stays busy when appropriate.
- 📖 Lends help wherever needed.
- 📖 Notifies Manager of any short supplies or problems.
- 📖 Runs the cash register
- 📖 Keeps youth from leaning on the counters and socializing with friends outside.
- 📖 Check all orders for sellers name and correct math
- 📖 Check food booth charges for account number, correct math and legible signatures

### **Guidelines for the COOK(s) -- 2 people minimum:**

- 👤 Cooks may be parents or older teens. Must have long sleeved shirt, pants, and closed toed shoes.
- 👤 Manages the grill, fryers, and microwave.
- 👤 Cooks all the food.
- 👤 Assists in food preparation as needed.

### Guidelines for the **TEENS: KITCHEN DETAIL**

- 👤 Keep dishes cleaned up and picked up.
- 👤 Pick up clutter, such as empty bags from the buns, food that has fallen on the ground etc.
- 👤 Relieve help on the counter or service as needed and as designated by the Shift Supervisor.
- 👤 Follow any directions and requests given to you by the cooks.
- 👤 Fill condiment bowls as the people who work outside bring them in.
- 👤 Notify the Manager or the Shift Supervisor if you notice that we are getting low on any products.

### Guidelines for ages 12 to 19: **COUNTER WORKERS**

- ✂ Go to your designated area, assigned to you by the Manager or the Shift Supervisor.
- ✂ Place your first name and date on each order form filled out.
- ✂ Take the order from the customer. Make sure you repeat it back to the customer before turning it in and place the customer's name on the order form.
- ✂ Get drink orders first. Then hand the order to the kitchen, pick up your drinks and take them to the customer.
- ✂ Have the cashier tally the bill, collect the money from the customer, and return any change to the customer after the cashier has made change.
- ✂ Fill all orders in a timely manner. Make sure that YOUR customer has had their order filled completely and quickly.
- ✂ Get all hot beverages yourself.
- ✂ Say "THANK YOU" to all customers as you complete the order.
- ✂ Keep hands clean at all times.
- ✂ Keep counters clean and wiped down as needed.
- ✂ Do not lean on the counters or visit with friends. You are there to work.
- ✂ All charged orders must have account number and legible signatures

### Guidelines for: **COLD DRINK HANDLERS**

- Stand by your designated drink area at all times.
- Fill cold beverage order as you receive them from the counter workers.
- Fill each order as it comes to you, making sure that the correct order is given to the correct counter worker.
- Notify the Shift Supervisor when you are running low on ice or beverages.

### Guidelines for age 8 to 11: **GROUND MAINTENANCE**

- ❑ Clean tables, benches, and counters as needed. Usually after a customer has left that area will need to be wiped down.
- ❑ Stay out of cook shack.
- ❑ Dump your dirty water bucket and hand it to the teen workers in the kitchen to refill.
- ❑ Bring empty condiment containers to the cook shack when you notice one low or empty. Wait at the counter to take the container back to the table.
- ❑ Pick up trash on the grounds and place in the proper receptacle.