Beltrami County 4-H Food Booth Manual

The 4-H Food Booth at the county fair is the major fundraiser for Beltrami County 4-H programs. The income generated from the County Fair Food Booth goes toward operating our county 4-H program. This is nearly $10,000 per year. We are lucky to have a 4-H Food Booth, as many counties have to rely on continuous selling projects and other fundraisers. Our responsibility is to help maintain the facility and consistently produce good, quality food for our customers, so the 4-H Food Booth can be a moneymaker for years to come. If it weren’t for the 4-H Food Booth, participation in many events would have to be completely funded by the 4-H families.

The only way for the 4-H Food Booth to generate income, is for it to be FULLY staffed with volunteers, 4-H parents and 4-H members. This is the responsibility of EVERY CLUB, FAMILY, AND 4-H’ERS in Beltrami County. If you participate in 4-H, you benefit from the Food Booth. Please work with your club’s Food Booth crew leader to confirm your shift time, be on time and ready to help make the Food Booth run smoothly and have fun with fellow 4-H’ers. Remember the profits from this major fundraiser; benefit everyone in Beltrami County 4-H.

The 4-H Food Booth can also be an excellent learning experience for our members. Almost everyone has purchased food from a restaurant, now, our members can see the job from the other side of the counter and know the importance of pleasant, courteous service. It might be the first “work” experience for many. Not only will they be taking directions from someone, but they will also learn how to solve problems. They are also representing Beltrami County 4-H and need to be aware of the impressions they are giving others about 4-H. Are they clean or messy? Are they cheery or grumpy? Are they striving to serve the customer to the best of their ability? If a customer has a good experience and receives good quality food, then they are more likely to be a repeat customer.

Your cooperative help at the 4-H Food Booth is very important and appreciated! We hope that working in the 4-H Food Booth is a fun and educational experience in food service and teamwork, in addition to being an important fundraiser.
How 4-H Clubs help the Food Booth

All 4-H members are expected to work a shift in the Food Booth. - see 4-H Food Booth schedule for club times. The 4-H Food Booth needs at least 10 volunteers 16 and over to work the kitchen and no more than 10 4-H’ers under 16 to fill the runners and ground maintenance roles. Clubs working a shift with each other should be in contact with each other before the fair to plan out their shared shift. Make sure there are enough responsible adults/older teens from each club and enough younger ones to be the runners. Don’t expect the other club leaders to supervise both clubs. Clubs need to be sure to select one person who will be the club crew leader, if working a shift alone, otherwise, both clubs leaders should select one responsible adult for that shared shift and they report to the Food Booth Manager. A training will be take place prior to fair and is highly recommended.

Your club crew leader should check in with the Food Booth Manager when they arrive. They need to also make sure all club members sign in with their name, club, and time they start. When their shift ends they must also sign out with the time their shift ended. Your club crew leader should also remind the club of their shift/s and indicate your 4-H Food Booth job position ahead of arriving to the 4-H Food Booth. They make sure all positions are filled and everyone is doing their assigned jobs and staying at their post until the next shift arrives. Arrive at least 15 minutes before the start of your actual shift! This is very important! Volunteers should go to their assigned positions and get up to speed on what needs to be done. Once everyone is informed on what is happening, then the actual shift replacement take place.

Crew leaders are counting on you to make sure each shift change runs smoothly by informing your workers and educating them. The position descriptions for each position are in this booklet. Please only assign one person to be at the cash register. That person will be responsible for the register during the whole shift.

Each worker, volunteers and 4-H’er will be issued a food voucher for each shift they work. They are allowed to use this voucher anytime during the fair at the 4-H Food Booth. This voucher is good for $5 and can be used for anything on the menu. The cashier should know how to handle these vouchers.

Please cooperate with the Food Booth Manager and share your ideas and suggestions with the Food Booth Committee in an email or in a written note. All suggestions for improvements are welcomed.

Remember, you are representing 4-H while you are working, so customer courtesy is greatly appreciated. Don’t forget to SMILE, as a SMILE goes a long ways.
Parents Please Note:

DO NOT bring your younger children (younger than 4-H age) with you when you come to volunteer in the 4-H Food Booth. This can be a dangerous place for a young child, with all the activity and very hot food. We don’t want anyone to get hurt.

CLUB LEADERS: Please go over the entire Food Booth manual with your club prior to fair. It is very important that they know when your club shift is and what position they are assigned and how to preform those duties.

Health Permit and Inspections

The inspector will give us the permit the first day he/she come and inspects. He/she can enter and inspect anytime he/she wants. He/she is normally very friendly, so just answer any questions he/she may have and make any corrections he/she requests.

Corrections he/she has made in the past are-WHICH WE MUST WATCH CLOSELY:

Long hair must be tied back.
Food must be colder than 45 degrees and warmer than 140 degrees.
Everyone must wash their hands EVERY time they enter the Food Booth.

General Information for Food and Beverage Personnel

1. All perishable food shall have temperatures of above 140 degrees (hot food) or below 45 degrees (cold/chilled food) at all times.
2. All food shall be protected from contamination at all times. Storage of all foods and materials must be in protected area at least 6” off the floor and shall be stored in such a way that it is protected from contamination at all times.
3. All food handlers must be clean, in good health, and free from communicable diseases, and shall have their hair confined at all times.
4. Hand washing is a must after handling food, money, using the restroom, and smoking and before beginning your shift. There is a sink next to the grill and in the restrooms that should be supplied with ample supplies.
5. Provisions shall be made for proper washing and sanitizing of all utensils. Booths with food prep require supplies for cleaning and sanitizing.

6. Only signal service eating utensils may be used.

7. All garbage must be disposed of in proper containers located outside the building. Garbage inside the building should be checked frequently. Recyclables should be separated and put into the correct containers.

8. An ice machine is located outside the kitchen on a trailer. 5# or 20# bags will be available to purchase from the Food Booth.

9. The area around the Food Booth shall be kept clean at all times.

10. Clean aprons or outer garments must be worn and hair must be tied back. Hats can be worn to restrain hair. NO flip flops or open toed shoes allowed, due to safety issues. NO tank tops or revealing clothing allowed. 4-H appropriate clothing only.

11. Sanitary Food handling techniques must be used at all times. Food handlers shall use tongs, disposable plastic gloves or single use tissues when handling food.

Management During Your Shift

Everyone working the 4-H Food Booth wants to do a good job. But, as they only do it for a few hours, once a year, they need direction. That belongs to the 4-H Food Booth crew leader. This manual is meant to do just that.

It is best to go over this manual prior to the fair with your members. Not only does this allow the information to “sink in”, but they may also have some questions you cannot immediately answer, therefore allowing you time to research the information. Training sessions are HIGHLY RECOMMENDED.

DUTIES THROUGHOUT THE DAY:

- CLEAN TABLES IN FRONT, PICK UP TRASH AND SWEEP
- Check and refill condiments every ½ hour. Syrup, ketchup, mustard, sugar/cream, napkins, and flatware
- Wash dishes
- Prep potatoes for baking, apple dumplings, bake cookies, dice onions, prepare broccoli, chip holder, make sure all meats are well stocked, sweets display is filled,
potato salad/coleslaw and parfaits filled, make sure containers are dated and clearly labeled with black sharpie.

- Write any notes for next that next shift needs to be aware of—for instance if we are out of something and need to make a grocery run. Communicate the the 4-H Food Booth Manager.
- Make sure person running the cash register knows what to do and where extra coin/bills are kept and to check if the bills are counterfeit.

**Quality Control**

- Make sure the QUANTITIES of food being served are correct.
- Confirm the temperatures of food. There should be a thermometer in each cooler and a stick thermometer for testing hot foods. Check temps every 1-2 hours. Stir and refilled as needed.
- Wipe counters with bleach solution if things get messy, or accidentally spilled.
- Make sure food is fresh, if not it needs to be thrown out—i.e. lettuce, vegetables, bread, etc.
- Do not handle raw and cooked foods at the same time for sanitary reasons.
- Make sure plastic containers are labeled with date and product, when opened.
- CLEAN: wash hands and work surfaces often! Read and follow posted hand-washing procedures.
- COOK: Cooking and holding food is a matter of degrees! Food are properly cooked when they reach a high enough internal temperature to kill harmful bacteria. One out of every four hamburgers turns brown before it has been cooked to a safe internal temperature. Follow posted guidelines and use thermometers provided.
- CHILL: Refrigerate promptly and properly. The refrigerators and Pepsi coolers must be below 40 degrees. Know the guidelines and check thermometers often! If you find a thermometer that does not register within the posted temperature, immediately tell the Food Booth manager.
- SEPARATE: Ensure food is stored on the shelves marked for that specific food. Cross-contamination form storing such food as raw meat and fresh vegetables together can quickly cause unsafe food. Practice the little things, like not using the same utensil for serving cooked food that has been used for raw meat.
Shift Change Checklist

- Make sure all of your members are in 4-H appropriate clothing and solid shoes. For safety and health reasons, sandals and flip flops are not allowed. If you don’t have a 4-H appropriate shirt, one will be provided for you to change into.
- Everyone is to WASH THEIR HANDS EACH TIME THEY ENTER THE FOOD BOOTH. Instruct them to periodically wash their hands throughout their shift.
- If hair is long enough, it should be tied back. If you don’t have a hair band, a hair net or bands will be provided or a paper hat.

Introduce yourself to the previous crew leader and Food Booth manager. Go over the following list with that person:

- Broken equipment or things needing repair-status of the repair.
- Supplies that seem to be running low-status of restocking.
- Anything that is coming-ordered supplies or groceries
- Special situations
- Problems that have occurred-how they were handled.
- Anything that you should be aware
- Everyone should sign in on the green sheets to keep a record of who has worked and the times.

Morning Set-Up/shift checklist

- Verify the start up funds and put in cash register
- Check coolers and fridges for temperatures- should be below 45 degrees
- Turn on coffee pot, grill, hot dog roller and steam table
- Wipe down tables, chairs and sweep kitchen and dining room
- Start mixing pancake batter and get egg mixture ready
- Get cookies from cooler, check freshness on bag and put a selection in front display case along with rolls, and apple dumplings.
- Refill Nacho cheese machine and turn on
- Bake any caramel rolls, cookies, potatoes, apple dumplings or pies as needed
- Slice cream pies or pumpkin as needed
- Put condiments out on side table and syrup on tables
- Fill napkin and flatware containers
• Start hot dogs at 10:30 am or 11 am and keep on front rollers
• Fill lettuce, shredded cheese, diced onion, jalapenos, sour cream, salsa, pickles and keep on ice.
• Wash any dirty dishes
• Discard any outdated food.
• Check grease traps – grease dumpster is behind building #14
• Empty water pan under large fridge

**Afternoon shift checklist**

• Check coolers and fridges for temperature
• Wipe down outside tables, counters, sweep around booth
• Restock all condiments and chip holder
• Prep anything that is low, such as onions and fill taco bar and potato fixings
• Fill potato salad, yogurt parfaits, scrub and wrap potatoes for baking
• Wash any dirty dishes including coffee pots (done at closing shifts)
• Close all bread bag containers
• Empty and remove all garbage cans
• Place leftover cookies, rolls, apple dumplings, from the day into the back cooler- write date on outside. (closing shifts)
• Throw away any cooked hot dogs, burgers (closing shifts)
• Turn off coffee machine, nacho cheese machine, grill, hot dog roller, unplug toaster, and turn off oven and any fans. (closing shifts)
• Clean grill, empty grease pan – grease dumpster is behind building #14 (closing shifts)
• Sweep and mop all floors
• Empty water pan under large fridge
• Close all windows and lock all doors, and front serving window
• Turn off all lights and fans for the night
**4-H Food Booth Positions/Descriptions**

The Following is a list of descriptions for those working in the 4-H Food Booth. Some of the rules apply to everyone, and those 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 of your 4-H volunteers and youth. Let’s make working in the Food Booth a fun and rewarding experience.

**All volunteers MUST arrive 15 minutes prior to your club’s actual start time.**

- Put on apron
- Wash your hands in the white sink next to the grill. Health rules require you to use soap and water.
- Make sure hair is tied back. Hair nets/hair ties and paper hats are available.
- Everyone should be courteous and polite to all customers and co-workers.
- Hands must be washed after each different project, such as washing dishes, filling supplies or bowls and especially before handling any food item.
- Plastic disposable gloves should be worn by all who are handling food items.
- Please pay attention to signage such Do Not Enter, Sign In Here, Please Keep Closed, etc.

**Dress Code and Customer Service Rules and Sanitation:**

- Closed toe shoes are required. NO flip flops or sandals allowed.
- NO tank tops or sleeveless shirts. A 4-H related shirt is best.
- Clean clothing; do not come directly from the barns expecting to work in the kitchen.
- Shorts may be worn, but no cut-offs, ragged edges
- Hair neat and pulled back. Hats can be worn, but must be clean.
- NO cell phones allowed during shifts.
- Clean aprons for those whose jobs require it.
- Plastic gloves are single use only. If you leave your station, please change your gloves.
- No nail polish or fake fingernails for food prep.
- Wash hands at the start of shift and regularly throughout shift.
Positions are going clockwise and must be 16 years and over:

**Cashier** - This person is responsible for the cash register during their shift. They need to be able to deal with the public and handle difficult customers. They need to be able to handle money and count back the correct change. They will hand the customer order # and write # on order slip. Responsible for taking customers’ orders - always repeat back to customer what they ordered. If customer is only ordering a beverage, Do Not use an order slip, simply let the beverage handler know. Call back grill items needed to grill master. Ring up order on register, collect customer’s money/check/4-H Food Booth Bucks card. Checks are made out to Beltrami County 4-H and for no more than $20 over amount depending on amount of cash in the register. Give order slip to grill assistant. Keep counter neat at all times: tidy up numbers; make sure you have enough order slips - use both sides. Once that is done, slips can be put in the recycle bin. Make sure there are enough clean trays. Make sure you know how to handle 4-H Food Booth Vouchers for judges/volunteers and the 4-H Food Booth Bucks. They need to know how to purchase the 4-H Food Booth Bucks and what to do with each voucher/food tickets. Make sure you mark off the amount increments on the 4-H Food Booth Bucks card. If customer wants a receipt, give them the food ticket with the total circled with date marked. To prevent loss and theft, the cash register will be locked. The amount in the register must be periodically checked. Tell the Food Booth Manager when there are large bills or too many bills and they will put it in the safe. Leave bills received during a sale on top of the cash register, until you have counted back the customer’s change. Keep bills facing all the same way, it is easier to count. When taking change from the drawer, count back from the amount of the sale to the amount of money received. When giving change always count back starting from the amount of the sale to the amount given. Also, let Food Booth Manager supply needs, change, order slips, pencils, pens. Say Thank you and SMILE!!!

**FOOD PREP COOK #1** - They call back the orders to grill master and other prep cooks. They organize orders on the tray; fill anything needed from the big fridge-coleslaw, potato salad, crème pies, veggies/dip, etc. They also make sure the fridges are stocked with cheese, burger meat, hot dogs, and if the shift is in the morning, premade pancake mix, eggs, bread, breakfast meats, English Muffins. Cuts pies and keeps track of which ones are available. Also responsible for hot dogs - making sure no more than 10-12 hot dogs are on the hot dog roller at a time.

**Grill Master** - This position makes sure there are enough products on the grill to serve the customers in line, yet not too much as to waste product. Breakfast time - make sausages, eggs, pancakes, breakfast sandwiches, and French toast - make sure items are cooked to order and done in a timely manner - breakfast is done at 11am, at which point the grill
should switch over to lunch and dinner items- burgers, grilled cheese- items come off the grill and given to the wrapper/grill assistant- do not leave uncooked or frozen items sitting out on counter- keep grill clean and empty of grease- check grease traps under grill- handle with care. With the help of the wrapper and prep cooks, they will monitor the orders to ensure enough products are being made with the demand. Product must be fully cooked accordingly, if there is too much product on the grill and not enough demand for it and not served within 15 minutes; it shall be tracked and discarded. Fried onions are available if requested.

**Grill assistant/wrapper**- responsible for wrapping grilled items such as burgers, hot dogs, grilled cheese, ham sandwich, pulled pork- each sandwich gets 2 sliced pickles-unless requested by customer for extra pickles-also makes sure grill master has area stocked-helps keep area clean. Depending on the item, it may be placed on a small or large plate or in a paper boat.

**Food prep cook #2**- makes taco in a bag, pulled pork sandwiches, -makes sure prep area is stocked –slices onions for the grill master- keeps steam table full- taco meat, pulled pork, baked potato toppings- broccoli, cheese, butter, sour cream and taco toppings- shredded cheese, onion, salsa, shredded lettuce, jalapenos- keeps things on ice.

**Food prep cook #3**- keeps on eye on cookies, caramel rolls, apple dumplings gets whipped topping, makes baked potatoes, bakes anything that needs to be – preps items, gets nachos and makes sure there are enough supplies of this area on hand- keeps prep are clean.

**Dish washer**-keeps dishes and trays clean and put away in proper spots-keeps 3 station sink clean- empties trash in kitchen and makes sure floor is clean. Gets any supplies needed out of back rooms, if others are busy. Keep 3 station sinks with appropriate water, wash, and rinse and sanitize at correct temperatures. Replace towels with clean, dry ones when needed and make sure there are sanitizer bottles and towels ready for use and rags are places in basket for laundry pickup.

**Coffee/order handler**- keeps coffee maker clean and full at all times. Fills coffee orders and hands out filled orders to food runners-making sure the numbers are on the trays and hands trays to food runners. **DO NOT FILL COFFEE CUPS** until an order is ready to go out to the customer. Do not combine coffee pots, wait until it is low. If coffee has been sitting for a super long time, discard and make fresh. Instructions on how to make coffee should be posted by the coffee maker. **Throw away cups that fall on the floor.**

**Food runners**- these are 4-H’ers under 16 who make sure customers’ orders are delivered in a timely manner. Takes order slip off tray and return them to cashier along with the order number. When kitchen is not busy, they check with the food runner supervisor for jobs, such as cleaning tables, sweeping floors, taking out garbage, fill condiments, wipe
off tables and chairs, straighten and push in chairs etc. also makes sure customers get their beverages from large cooler in dining room. Bus dirty trays and throw away garbage. Runners should never lean on the counter or be in the way of customers. They should quietly be seated by the windows waiting for their turn to deliver a customer’s tray.

**Food runner supervisor** - this person can be 14 or older- directs customers to order window, supervises the food runners, and makes sure dining room is clean. Makes sure food runners are not goofing off and kept busy and orders are delivered properly and in a timely manner- fill cold drinks in cooler with pop, water, milk and juice. Keeps front clean- tables and chairs washed, garage taken out when full, mops, and monitors bathrooms to make sure they are kept clean and stocked. Also takes care of ground maintenance-see below.

**Ground Maintenance** - they make sure the outside of the building is clean. Looks for discarded cigarettes and puts them in trash, washes picnic tables and benches. Front entrance is swept and mopped, windows are clean, any signs that need fixing or replaced- report to 4-H office, picks up trash, makes sure front sidewalk is kept clean.

**Floater** - goes where ever they are needed- helps keep kitchen and dining room clean. Picks up trash, helps with dishes such as putting away if dish washer falls behind, relieves anyone that needs to go to the restroom or is done with their shift, follows directions by Food Booth Manager.

**Crew Leader** - helps organize group to individual jobs. Makes sure everyone is doing their assigned jobs. This position can be combined with the Food runner supervisor or the cashier, but must be a responsible adult. They also make sure volunteers stay busy and are not socializing with others or on their phones too much while working. They will become familiar with all position descriptions and train volunteers for their shift. They will arrive 20 minutes prior to their shift and discuss what needs to be done. As your volunteers arrive, direct them to sign in, wash hands, and put on correct head gear and aprons if needed. Review assignments with volunteers and direct them to their work station, and most importantly be patient and treat volunteers and customers with respect.

**Food Preparation procedures**

**Coffee** - make sure coffee machine is turned on, put filter in the coffee holder, put one measuring cup full of coffee grounds in the filter, put coffee holder into coffee maker, place an empty carafe under the filter basket and fill strainer with bottled water until full, the chamber will overflow if filled too
much, it will start to brew once it is filled. There should be 2 coffee pots brewed on slow days and all 3 on busy days. Discard wet grounds and filters in the garbage located next to the counter.

**Cookies**- take frozen cookies out from freezer and place about an inch apart on baking sheet, bake at 350 degrees for 10-12 minutes, take out when done and let cool by the coffee machine, once cooled wrap in plastic wrap and place in plastic storage container on shelf under the coffee and nacho cheese machines. Fill display case and take from there, when empty, refill from storage containers.

**Caramel roll/cinnamon roll**- take frozen buns out of from freezer and place on baking sheet, place in oven and bake for 8-10 minutes, take out of oven and let cool on counter by coffee machine, once cooled place in paper boat and put tissue paper between each one in plastic storage container. Fill display case from storage containers, heat in microwave for 30 seconds.

**Eggs**- eggs come in liquid form and are cooked scrambled in an electric fry pan, they also come in a frozen patty form and must be heated through on the grill for breakfast sandwiches, and they are kept warm in the warmer tray of the roaster next to the grill. Stop serving them around 10:30 or until all gone, empty warmer tray before adding any new eggs. Do not mix old and new eggs. Wash egg tray once or twice during morning shifts, as warmer is used throughout the day for other things, to serve place one large scoop of scrambled eggs on a large paper plate or if ala cart, on a small plate.

**Nachos**- chips are stored under the stainless steel counter. The nacho cheese machine is on top. Take out plastic chip container, put tortilla chips in one compartment and fill other with nacho cheese, being careful not to over fill. Let customers know we do have jalapenos, which are located in the taco bar station.

**Hot Dog**- hot dogs are located in the large freezer and placed in the small fridge next to the grill to thaw. Take out of small fridge only 10-12 hot dogs to start the lunch rush. When hot dogs are two thirds gone, place new ones on the back of the hot dog roller. Rotate old ones to the front so as to use them first. At peak times keep about 15 on the roller. Take off roller with tongs and place on hot dog bun and wrap in paper.
**Breakfast sandwich**- gets one egg patty from warmer, one sausage patty, which was prepared on the grill and placed in the warmer or ham if requested, which is located in the small fridge- warm ham up on grill- one slice of cheese- located in large fridge- and an English muffin, which has either been toasted in the toaster or on the grill- the grill master can decide which they prefer- place ingredients on the English muffin and wrap in paper.

**French toast sticks**- these are frozen and are put in the large fridge and used as needed by the grill master. They can be warmed up on the grill. Place 6 sticks in a paper boat.

**Pancakes**- comes in a powered mix- follow directions on bag/box, mix in large pourable pitcher and pour batter into pancake dispenser, pressing down on plunger which will dispense the correct amount of batter. If pancakes go with breakfast platter place 3 pancakes on larger plate (with 2 sausage patties and ****amount of scrambled eggs.

**Sausage**- comes precooked just needs to be warm up on the grill, take from freezer and place in small fridge to thaw- place in warmer when done, serve 2 links or one patty in a boat.

**Toast**- take 2 slices of either white or wheat from loaves by the grill. Place in toaster located by grill. Serve with butter, jelly or PB place on small plate if alacart or on large plate if served with other things.

**Hamburger**- toast buns on grill by buttering them slightly, cook preformed patties to the correct temperature, be careful not to burn them or undercook them-use a bit of water to steam the grill and place cover over patties to seal in the juices- serve with raw or cooked onions, use portion scoop to measure out onions. Place 2 pickles on bun and wrap in paper.

**Cheeseburger**- same as hamburger, but use one slice of cheese, wrap in paper.

**Taco in a bag**- get Dorito chips from under steel counter in front of grill, crunch up chips, cut open bag, 1 scoop of meat, 1 scoop of shredded cheese, 1 scoop of lettuce- optional toppings are: 1 scoop of sour cream, 1 scoop of jalapenos, and 1 scoop of raw onion and 1 scoop of salsa.
**Baked potato**- potatoes are stored in the back room, no more than 15 potatoes baked at one time- wash/scrub potatoes, poke with a fork or knife 3 times, roll them in pre-cut foil pieces, bake in oven at 350 degrees for 1 hour, put in warmer when done. To serve, open foil, cut lengthwise, mash it together, and serve with choice of toppings such as 1 pad of butter, 1 scoop of broccoli, 1 scoop of sour cream, 1 scoop of shredded cheese or 1 pump of nacho cheese, place in a paper boat.

**Ham and cheese/ham sandwich**- can be served cold or hot- use two slices of bread white or wheat, if served hot, butter both slices of bread and place on grill, 2 slices of ham if they want cheese, add 2 slices of cheese, laying one slice of ham with one slice of cheese, wrap in paper.

**Grilled cheese**- 2 slices of buttered bread-white or wheat, 2 slices of cheese, grill until golden brown or if requested lighter brown, wrap in paper with 2 pickles.

**Pulled Pork Sandwich**- pulled pork is frozen in the small freezer in the storage room, take out- to heat put in warm water and boil until 160 degrees, cut top of bag open and put in warmer with 2 cups beef broth to keep it moist. Put 1 scoop on a bun, do not toast bun, 2 pickles, wrap in paper, if served with coleslaw, put in paper boat.

**Potato Salad**- 4 oz. portion cup with lid.

**Coleslaw**- 4oz portion cup or one large scoop if served with pulled pork.

**Apple dumpling**- take out of large freezer and place on baking sheet 6-8. Bake at 350 degrees for 30 minutes, take out and let cool on steel counter in front of oven. Fill display case, if empty with ones from storage container under coffee counter. Place in a paper boat for storage- To serve put on small paper plate and microwave for 2-3 minutes. Cut tip off tip of Carmel sauce and put 3 squirts on top and 2 swirls of whipped topping-ask customer if they want this.

**Veggies w/dip**- 3 of each carrots, broccoli, and cauliflower in a plastic sandwich bag- 2 oz. portion cup with lid- place on customer’s tray.
**Yogurt Parfait**- in large 10 oz. portion cup, alternate 1 scoop vanilla yogurt with 1 scoop of frozen berries until full. Place lid on top- serve with a 2 oz. cup of granola. Granola is stored under the steel counter by the big fridge.

**Taco Meat**- located in freezer in storage room, take out and thaw in small fridge, to heat place bag in warmer and boil until 160 degrees, take out cut top off of bag and place in warmer-skim off any fat and throw that away.

**Pies**- the only pie that needs to be baked is the pumpkin, stored in the freezer in the storage room, take out and bake at 350 degrees for 50 minutes. Let cool on steel counter in front of oven- slice into 6 equal pieces. The other pies are cream pies: coconut cream, banana cream, cookies and cream, chocolate silk, and lemon meringue. Store in large fridge- use up before getting anymore, serve on small paper plate.

**Hours of Operation**

Tuesday of Fair- Kitchen prep all day-only open for snacks for volunteers and judges.
Wed-1pm-8pm
Thurs.-7am-10pm
Fri.-7am-10pm
Sat.-7am-10pm
Sun.-7am-2pm
Thur-Sat. clubs closing stay until 10:30 pm

Clubs that are on the closing shift must lock door at 10pm. There is limited business from 10pm-10:30pm and it is essential that cleaning be a priority each night, so that the early morning shift is set for success in the morning. On Sunday, the clubs closing and anyone else available stay until 6pm or until cleaning is done.
End of Fair Cleaning

Any food left over that the 4-H council cannot use, will be available for sale to 4-H families at cost. This will be labeled at the end of business on Sunday. Things such as the left over pop, juice/milk containers and any produce/food products that are in bulk and unopened will be sent back to the company where it was ordered from.

The week after county fair will be the final clean-up of the Food Booth. This will consist of cleaning out the freezers, fridges and coolers, and organizing the storage rooms. All left over supplies will be counted and recorded for future use. Any paper goods unopened and deemed unnecessary, will be picked up for credit.