

**4-H Junior Leader Food Stand Officer Role Description**

**\*note this position is for Junior Leader organizations who sell food at some point during the year (could be during the fair and/or at an event)**

**Qualifications:**

* Possess knowledge of current food safety practices
* Be willing to keep current with changes in food safety practices

**Skills:**

* Positive attitude and team player
* Great communication skills in order to be in contact with 4-H Volunteers, County Extension Staff, and Junior Leaders as needed

**Responsibilities:**

* Pre-Fair/Event
  + Research best pricing and contact vendors for donations or to order food, condiments, and paper products needed for operation of the food stand.
  + Make arrangements for delivery and pick-up and be in contact with 4-H staff to ensure the stand is ready.
  + Communicate method for Junior Leaders to sign up for shifts (e.g., SignUpGenius).
  + Make sure all equipment is clean/sanitized and in working condition prior to fair/event.
  + Communicate with staff regarding food training (if needed for members) and cash for fair/event.
* During Fair/Event
  + Enforce all health and safety measures in accordance with state and county guidelines.
  + Keep track of inventory and communicate with staff when supplies run low/too high.
* Post Fair/Event
  + Work with treasurer to complete a financial report of what was spent and made.
  + Clean and sanitize food equipment with help of other Junior Leaders.
  + Complete an inventory of what was used and what remains for future use.
  + Communicate with 4-H staff and treasurer for bank deposits.

**What you will gain from this:**

* Career readiness skills
* Gain an understanding of food safety and how to properly run a food stand
* Communication skills when reaching out to staff, Junior Leaders, and 4-H Volunteers