Thank you for your interest in serving as the Jackson County Fair 4-H Concession Stand Manager!

The 4-H concession stand at the Jackson County Fair provides the primary annual funding for the Jackson County 4-H Council and the 4-H programs supported in our county.

A variety of menu choices are served. Traditionally items are kept affordable for families, yet profitable for 4-H.

The manager will develop and present a menu for approval by the 4-H Youth Council. Other duties will include, but are not limited to, the following: ordering the food and preparing all details for a clean, fast and safe food service experience during the fair. Some historical data and support will be provided by the Jackson County 4-H Council. The concession stand manager will work closely with 4-H Program Manager on the planning details of the concession stand, youth volunteer management, financial record keeping, etc. All Jackson County 4-H clubs are responsible for working shifts during the fair and will provide service support to the manager.

A sample contract form is attached. Dates are subject to change as the fair schedule is finalized.

To submit your application, please provide the following information to the Meadowlark Extension District – Holton office by April 1, 2020:

- Application
- Resume including:
  - Food service experience
  - Experience working with 4-H youth or youth through other organizations
  - Three (3) references

If you have any questions or concerns, please contact Cara Robinson, 4-H Program Manager, at (785) 364-4125. Meadowlark Extension District - 114 W 5th St., Holton, KS 66436.
2020 Jackson County Fair 4-H Concession Stand Manager Contract

1. This Concession Stand Manager Contract to run the 4-H Concession Stand is between the Jackson County 4-H Council and ______________________. This Contract is effective for the 2020 Jackson County Fair.

2. The dates of actual operation include Monday, July 20, 2020 – Friday, July 24, 2020.

3. Salary is set at $450 + 10% of the 2020 4-H Concession Stand gross sales. It will be paid upon completion of fair and after the final deposit of funds is made.

4. Duties of the Concession Stand Manager include the following:
   
   a. Pre-Fair set up, date to be determined.
   b. Post-Fair cleanup within one week after the final night the stand is open for fair activities.
   c. Order and arrange for food and supplies. Discuss payments for food and supplies with 4-H Program Manager.
   d. Supervise 4-H clubs who serve in the concession stand and ensure food safety standards are followed. Also, make sure updated food safety signs (including opening and closing checklists), etc. are posted throughout the concession stand.
   e. Develop necessary menus for morning, afternoon and evening meals.
   f. Prepare the menu and price list, pending final approval of 4-H Council. Manager is expected to seek out low cost/high return quality food products from various vendors. The manager is expected to try to secure donation of items from vendors and suppliers, if available.
   g. Make nightly deposits and monitor cash levels with adult volunteers. An adult volunteer working the shift will verify the night deposit and monitor the cash with the manager as the day progresses and before the stand is closed for the evening.
   h. Cook and prepare food items in accordance with the Kansas Food Code. Applicant will meet with 4-H Program Manager once hired.
   i. Complete the Kansas 4-H Volunteer Screening Process, be approved by the Meadowlark Extension District Governing Board by the June board meeting and/or be up to date on any required volunteer screening paperwork.
I agree to the Concession Stand Manager Contract.

______________________________________________  Date: ____________________
2020 Concession Stand Manager

______________________________________________  Date: ____________________
Jackson County 4-H Council President

______________________________________________  Date: ____________________
4-H Program Manager

K-State Research and Extension is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision or hearing disability, or a dietary restriction, please contact Cara Robinson with Meadowlark District at 785-364-4125 or carar@ksu.edu. K-State Research and Extension is an equal opportunity provider employer.
Jackson County 4-H
2020 Fair Concession Stand Manager Application

Due: April 1, 2020

Send to: Meadowlark Extension District
114 W 5th St.
Holton, KS 66436

First and Last Name: ____________________________________________________________

Mailing Address: _______________________________________________________________

E-mail address: ____________________________________ Phone: __________________

Have you completed the 4-H Volunteer Screening Process? Yes ___ No ___

Are you in good standing? Yes ___ No ___

If no, are you willing to complete the process? Yes ___ No ___

Have you completed the ServSafe Food Handler training? Yes ___ No ___

If yes, when and where? _______________________________________________________

If no, are you willing to do so? Yes ___ No ___

Do you have prior food service experience? Yes ___ No ___

If yes, number of years: __________

Do you have prior experience working with 4-H youth? Yes ___ No ___

If yes, number of years: __________

1. Why are you interested in serving as a Jackson County 4-H Concession Stand Manager?

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2. If others who work with you or know you were asked to describe your abilities to work in a team setting, what would they say?

3. Describe any experiences you have had in food service.

4. Describe any experiences you have had working with youth.

5. Describe a conflict that involved you. How did you resolve the conflict?

I certify that the information I have given in this application is true and correct. If selected to serve as a Concession Stand Manager, I agree to comply with these policies, rules and regulations of the 4-H Youth Development program and the Meadowlark Extension District. As a potential Concession Stand Manager, I agree to represent 4-H positively and serve as a role model of good character.

__________________________________________
Applicant Signature

__________________________________________
Date

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