**Fair Concession Stand Kitchen Duties**

**1st Shift-**

1. Raise the Flags (middle pole- American Flag, east pole- Kansas Flag, west pole- 4-H Flag).

2. Make sure coffee pot is ready to go and plug it in; make tea and lemonade as needed.

3. Make gravy for sausage gravy & biscuits. Follow directions on package.

4. Check nacho cheese; make sure it is on & cheese is warm. Always have an extra bag in the machine so it is already warm when needed.

5. Put liners in roasters and crockpots.

6. Warm taco/super nacho meat in roaster, add water as needed.

7. Prepare toppings (lettuce, onion, tomatoes) and stock condiment bar. Be sure to thinly slice lettuce

(like shredded lettuce) as it will go further.

**All Shifts-**

1. Keep 10 sandwiches made up at a time, rotate old ones to front, and fresh ones to back.

Don’t use heels, and don’t put cheese on the sandwiches.

2. Keep food items made-up as needed (finely sliced lettuce, tomatoes, onions, etc.)

3. Keep dining area clean.

4. Cut pies & cakes but don’t put on plates until needed except for meal time rushes.

5. Keep supplies full (forks, spoons, napkins, condiments, food, etc.)

Be sure to check condiment bar; make sure food items are cold, and plenty of ice in bar.

6. Check pies off list as they come in.

7. Keep kitchen clean.

8. Use ice scoop to fill ice.

9. Use utensils for meat, cheese, etc. Be sure to follow directions on preparing menu items; we want the portion sizes to be uniform and generous.

10. Empty kitchen and dining room trash cans as needed.

11. When washing dishes, wash in warm soapy water, rinse in clorox water (1 Tablespoon clorox to 1 gallon

hot water), then rinse with hot water.

**Last Shift-**

1. Lower the flags and fold and store correctly.

2. Clean dining tables.

3. Sweep and mop kitchen floor and dining area.

4. Turn cash box into Jean, Amy or Marty.

5. Dirty towels/dishcloths turn into Jean.

6. DO NOT unplug nacho cheese machine. Make sure there is an extra bag of cheese in machine.

7. Wash pie safes.

8. Clean up condiment bar.

9. Be sure to refrigerate leftovers in small quantities so to cool down quickly. (NO roaster pans or buckets full of hot food in refrigerators.)

10. Get coffeepot ready for next morning (used directed about of coffee and fill with water so it only needs to be plugged in for the morning shift.

**Day Manager Job Description:**

* Open & close concession stand (get money & book from Amy/Jean/Marty, make coffee, etc./give money & book to Amy/Jean/Marty, have last shift clean kitchen, store/dispose of leftovers, inventory for next day)
* Train each shift (make sure workers are there, also). Need to make portion sizes more uniform throughout the day. Important for manager to be present at shift change to train workers and have specific utensils to be used for measuring. Need to make example of nacho tray and place in bag.
* Oversee making of food items (browning/reheating meat, chopping lettuce/tomatoes/onions/etc., making sandwiches, cutting pies, etc.)
* Get extra supplies if needed
* Grab extra workers if needed
* Set up Concession Stand on July \_\_\_\_\_, 20\_\_ at \_\_\_\_\_\_ (Stock supplies & food, discuss taking and serving of foods, other preparations.)
* Clean up concession stand on Sunday, July 19th at 1 p.m. (Dispose of food, return unused food, collecting money on family charge accounts, clean kitchen and appliances.)
* Must be available at all times while the concession stand is open during the Fair (does not mean in the concession stand but on the Fairgrounds or close by.)
* Menu, supplies and pre-fair preparatory work will be done by office.
* Manager needs to watch the pies. Keep track of who brings in pies; whether homemade or not; if enough refrigerator room; display area; etc. (Try to make it more attractive, safe, and easy.)
* Oversee that the dining area is cleaned and tidy throughout the day (especially after a rush.)

**For supplies or questions ask:**

Day Manager:

Wednesday – Jennifer Gleason, Jody Wetzel, Connie Oliphant

Thursday – Matt Francis, Jill Cross, Jody Ary

Friday – Shawn Lofing, Melinda Habiger

**SPECIAL OF THE DAY:**

Wednesday – Baked Potato Bar & Dessert, Tea or Water - Baked Potato and desired toppings.

Thursday - Saturday - Bierock (on large plate), chips, dessert, and drink (tea or water).

Friday – Smoked Brisket Sandwich, chips, dessert, tea or water. Serve on large plate.

**Ham Sandwiches-**

\*3-4 slices of ham per sandwich.

\*Lightly spread Miracle Whip.

\*Cheese “on the side”.

**Tacos-**

\*Warm meat in roaster- add water as needed.

\*Warm taco shells in microwave (store in tortilla warmers).

\*Add 1 scoop of taco meat to shell and cheese; serve on large plate. Lettuce, onion, tomato,

salsa, sour cream available at salad bar.

**Super Nachos-**

\*Large plate

\* Nacho Chips, 2 scoops of Taco Meat, Nacho cheese sauce

**Walking Taco:**

\*Open chips by cutting the side of bag. (Choice of fritos, nacho doritos, or ranch doritos); add spoonful

of meat, and shredded cheese

**Hot Dogs**-

\*Warm in crockpot and serve on small plate.

**Brauts:**

\*Cook on GF grill and keep warm in crock pot.

\*Serve on bun and small plate (or tortilla shell if requested)

**Pies & Cakes-**

\*Slice as they come in but don’t dish up until needed.

\*Refrigerate cream pies and cheesecakes.

\*Put slices on pie plates or covered boxes.

\*List pies on dry erase board; update as needed.

**Chicken Breast Sandwiches-**

\*Warm chicken breast on GF grill(s)

\* Place on bun, wrap with foil/paper or serve on small plate.

**Breakfast items:**

Sandwiches: Warm as directed on package in microwave. Serve on small plate.

Gravy & Biscuits: Make gravy per package directions. Warm biscuits in microwave.

Serve: 1 biscuit on small plate; 2 biscuits on large plate.

Doughnuts: Serve with paper wraps.

**NOTICE - - -**

\*Be conservative but not stingy on your servings!

\*All workers must pay for anything that they eat or drink!

\*Workers need to wash hands and tie hair back!

\*Wear gloves when handling or preparing food!

\*Please be courteous and smile!