**HARVEY COUNTY**

**4-H Food Prep Rules**

* Wash hands thoroughly and frequently with hot soapy water!
* All people in food stand MUST wear head covering and apron- no argument!
* No eating in the Food Stand
* Keep labeled coolers for meats behind the grill
* Gloves should be used for all food handling
* All foods must be handled with gloves (except for fry cook- so they don’t melt to hands)
* Only the fry cooks can handle uncooked meats
* Fry cooks should be 18 years or older
* Fry cooks may not wrap cooked burgers and hot dogs- another person should do this (can be older kid)
* Person wrapping food cannot cook or handle raw meat
* Cooked meats should be held at 140 degrees or above- throw away if this drops
* Waiters should not get food- food handler workers should not take money

**4-H Food Stand General Rules**

* Set purses and personal items under microwave counter
* Wash hands thoroughly with hot soapy water in hand-washing sink
* Always wear head coverings
* Always wear a clean apron
* All foods must be handled with gloves (except for fry cook- so they don’t melt to hands)
* Fry cooks can handle uncooked meats
* Fry cooks should be 18 years or older
* Fry cooks may not wrap cooked burgers and hot dogs- another person should do this (can be older kid)
* Absolutely no kids behind the cook stand (near grill area)
* Nacho Chips must be served out of container while wearing gloves
* Ice scoop must not be kept in the ice chest- keep it in a separate container
* Two scoops of ice cream per order- only one of “pie al la mode”
* No uncooked items on shelves over cooked items in the ridge (example: meat that is not cooked should be kept on the bottom of the fridge)
* If you are serving food you may not take money
* If you are a waiter, you may not get food- it will be handed to you
* Adults only at the cash register
* SAVE all tickets- use a ticket for every order!
* Keep screens and doors closed to keep flies out
* Do not sit in the food stand (except cash register adult)
* One free drink per shift- No free food. This is a fundraiser!
* Older kids should help younger kids
* Always smile and say “Can I take your order?” when at the window
* Thank all customers for supporting 4-H
* Keep eating area clean- sweep and clean tables frequently
* Check bathrooms- sweep and pick up trash frequently
* Take trash out frequently

**Cash Register Instructions**

The starting amount in the drawer should always be $\_\_\_\_\_\_\_\_\_\_\_\_

* 20’s: \_\_\_\_\_\_\_
* 10’s: \_\_\_\_\_\_\_
* 5’s: \_\_\_\_\_\_\_\_
* 1’s: \_\_\_\_\_\_\_\_
* Quarters: \_\_\_\_\_\_\_\_

**Menu Tickets:**

SAVE all menu tickets! Make sure a ticket is used for every order. We need these to keep accurate records. Tickets from different shifts and days need to be kept separately.

**Shift Change:**

* **Start of Shift-** Document amount of money in drawer on Money Collection Statement.
* **End of Shift-** Use the Money Collection Statement to close out the cash register. Adults must sign and document amount of money collected during shift. Put all money in money bag for manager to take to safe.

**Pre-Paid Charge Accounts:**

To use the pre-paid charge accounts, collect money from the person to start the charge sheet. Accounts must be pre-paid and cannot be allowed to go negative. Write the total amount spent on the sheet and then subtract that from the total balance on their account. Always keep a running balance.

**Exceptions to Charge Accounts:**

* **K-State Research and Extension tab-** This tab should only be used for judge’s water bottles or additional judges’ meals. Keep a running total of what was purchased and have agent sign sheet.
* **Newton Police Department Tab-** Any officer in uniform can use this tab. Keep a running total of what was purchase so that the Police Department can be billed. (This is NOT for Sheriff’s Department)

**Judge’s Meal Tickets:**

Judge’s Meal Tickets are good for 1 drink, 1 sandwich/hotdog, and 1 side item. Collect the ticket from the judge and put in file folder. We need an accurate count of how many of these were used.