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

The 4-H concession stand at the Franklin County Fair provides the primary annual funding for the Franklin 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 Development Agent. 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 Frontier District Extension Office. The concession stand manager will work closely with Extension Agents on the planning details of the concession stand, youth volunteer management, financial record keeping, etc. All Franklin 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 Frontier Extension District-Ottawa office ASAP:

- Application (Page 4 & 5)
- 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 Josie, 4-H Youth Development Program Manager, at (785) 229-3520. Frontier District-Ottawa Office, 1418 S. Main, Suite 2, Ottawa, KS 66067.
2023 FRANKLIN COUNTY FAIR 4-H CONCESSION STAND MANAGER CONTRACT

1. This Concession Stand Manager Contract to run the 4-H Concession Stand is between the FRANKLIN COUNTY 4-H COUNCIL and _______________________. This Contract is effective for the 2023 Franklin County Fair.

2. The dates of actual operation include Wednesday, July 19th, 2023- Saturday, July 22nd, 2023.

3. Salary is set at $500.00 and will be paid upon completion of fair and the final deposit of funds is made.

4. Duties of the Concession Stand Manager include the following:
   a. Pre-Fair clean up with clubs, 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 agents prior to acquisition.
   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 Youth Development Agent. 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. Return any unopened product for credit within (1) week after the 2023 Franklin County Fair.
   h. Prepare and present final financial statement within three (3) weeks after the 2023 Franklin County Fair.
   i. 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.
   j. Cook and prepare food items in accordance with the Kanas Food Code. Applicant will meet with Agents once hired.
   k. Complete the Kansas 4-H Volunteer Screening Process, be approved by the Frontier 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: _________________________
2023 Concession Stand Manager

_____________________________, Date: _________________________
Franklin County 4-H Council President

_____________________________, Date: _________________________
4-H Youth Development Agent
Franklin County 4-H
Fair Concession Stand Manager Application

DUE: April 24th, 2023  Send to: Frontier Extension District-Ottawa Office
1418 S. Main St., Suite 2
Ottawa, KS 66067

First and Last Name __________________________________________________
Mailing Address _____________________________________________________
Email Address _________________________________ Phone __________________

Have you completed the 4-H Volunteer Screening Process and 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 Franklin County 4-H Concession Stand Manager?

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 the policies, rules and regulations of the 4-H Youth Development program and the Frontier 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 ___________________________