

Dairy Bar

Position - Superintendent I

PURPOSE

The purpose of the Dairy Bar Superintendent position is to insure the successful operation of the 4-H Leaders Association Dairy Bar. The goal of the Dairy Bar is to raise funds while offering good and reasonably priced food. Personal contacts and quality output are of major importance in promoting 4-H in our area. Typical, though not all-inclusive duties include:

RESPONSIBILITIES

- Keeps accurate records of accounts and expenses before and after the fair.
- Serves as the contact person for county health inspector.
- Oversee the operation of the Dairy Bar during the county fair.
- Schedules for Superintendent I positions are set (hours listed on Dairy Bar Application).
- Conducts inventory of supplies and equipment prior to the fair and following the fair.
- Insures that good safety and health practices are followed.
- Review prices and menu with the 4-H Leaders Association Executive Committee.
- Be available for pre-fair deliveries.
- Identify places and request bids from major suppliers
- Order food, supplies and equipment.
- Review the condition of the Dairy Bar with the fair association at the end of the fair and before the beginning of the next fair with a checklist.
- Work with Dairy Bar treasurer on startup change, daily deposits, paying bills and finalizing financial statements.
- Make sure food stand is clean.
- Dairy bar will open at 10:00 a.m. on Wednesday; 7:00 a.m. on Thursday and Friday; 8:00 a.m. on Saturday and Sunday.
- 4-H Dairy Bar will be staffed with youth leaders on Tuesday evening, beginning at 4:00 p.m.
- Dairy bar will close by 10:00 p.m. Tuesday-Saturday and 6:00 p.m. on Sunday.
- Provide a positive learning experience for 4-H members/leaders/parents.
- Keep working conditions as pleasant as possible.
- Give encouragement, positive suggestions and thank you's.
- Review past and present policies and suggest ways to improve to the 4-H Leaders Association Executive Committee.
- Supervise and direct maintenance activities. If major repairs (over \$100) are required, contact executive committees for approval.
- Learn how to open and close the Dairy Bar.
- All paper work, recipes, invoices and etc. must be turned into the UW Extension Office upon separation from the Dairy Bar.
- Superintendent I will have the final decision on conflicting matters during the fair.
- Must hand in a report to the UW-Extension Office of your hours with duties indicated involving the Dairy Bar within two weeks after the fair.
- Must review and follow all health requirements.
- All superintendents will work in any and all areas when needed.
- No alcohol, tobacco or drugs allowed.

Responsible to the 4-H Leaders Association Executive Committee