

2023 4-H Service Club Kitchen: Kitchen Coordinators Needed!

For the 2023 Washtenaw County 4-H Youth Show from July 23 -28th

Background: The 4-H Kitchen operates under the discretion of the Washtenaw County 4-H Service Club. 4-H Service Club provides financial support to the Washtenaw County 4-H Programs through the 4-H Kitchen. These profits from the Kitchen go to support annual youth scholarships and county wide programs. To make the Food Booth as profitable as possible, the 4-H Service Club has relied on a volunteer manager who is paid a modest stipend as a thank you for her/his services. The other important part of the 4-H Kitchen is to provide affordable food options to youth and families during the Youth Show. We are committed to balancing the cost of food and profits to provide this option for our program participants and families.

Kitchen Coordinators Job Description:

The role of the Food Booth Coordinators is to oversee daily food booth activities, operations, facilities and equipment. **Kitchen coordinators must hold a valid ServSafe license.** Primary responsibilities include but are not limited to the following:

- **Thoroughly clean and disinfect kitchen prior to fair** and prepare them for physical inspection by the Washtenaw County Health Department.
- Inventory and purchase supplies including food, cleaning supplies, and equipment (several supplies are already owned by the Service Club and inventory will be provided).
- Provide on-the-job training to 4-H volunteers during the Youth Show. 4-H clubs are required to work a shift in the kitchen, and MSUE will recruit volunteers to assist with all shifts.
- Perform/supervise all food preparation.
- Follow best practices and state/local laws with regard to food handling and food preparation including **wearing of gloves, hair restraints, proper disinfecting/sanitizing of surfaces**, etc.
- Clean and disinfect kitchen facilities after the fair. Inventory any non-perishable supplies.

Stipend The Kitchen Coordinator will receive a stipend of \$599 for the week of the fair. Stipend will be paid at the end of the fair after final clean-up (Saturday).

Additional Information

- The Kitchen Coordinator is expected to be available during all hours of operation or appoint a responsible designee if the coordinator cannot be available.
- The 4-H Kitchen is the only food vendor on the grounds during 4-H Youth Show.
- The 4-H Kitchen Hours of Operation have traditionally been from 8 am – 9 pm but we are open to reducing these hours and/or also splitting them between two kitchen coordinators.

Interested? Contact: Jenny Speyer, 4-H Program Instructor, at speyerje@msu.edu or 734-436-1362

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