

Morning Supervisor in the Food Booth

9:00am-2pm

1. Ahead of your shift please check your volunteer crew. Recruit extra volunteers if needed.
2. Check in at the Parking Lot Tent and pick up your fair pass, money bag, register key, and schedule of workers
3. At the Food Booth:
 - a. Restock pies
 - b. Check temp and stir BBQ. Please heat to 165 degrees
 - c. Restoke cookies
 - d. Set out condiments
 - e. Wash tables
 - f. Make coffee
4. Be prepared to welcome volunteers at 10am
5. Roll tent flaps up
6. Instruct Volunteers to
 - a. Wash hands
 - b. Wear hat
 - c. Cut and display pies
 - d. Cut up or refill any condiments or napkins
 - e. Wash tables
 - f. Greet customers
 - g. Prep for Walking Tacos (fill lettuce, sour cream, salsa tray in fridge).
 - h. Instruct on proper food temp- 165 degrees
7. Grill Brats and Hot Dogs as needed
8. Greet incoming supervisor and thank your volunteer staff

Afternoon Supervisor in the Food Booth

2:00-6:00pm

1. Ahead of your shift please check your volunteer crew. Recruit extra volunteers if needed.
2. Check in at the Parking Lot tent to pick up your fair pass.
3. Greet volunteers assigned to your shift and catch up with previous shift supervisor
4. Check all food quantities
 - a. Freezer should contain
 - i. Brats- 4 packages
 - ii. Hot Dogs- 2 packages
 - b. Fridge should contain
 - i. Brats- two thawed boxes
 - ii. Hot Dogs- one thawed package
5. Grill as needed
6. Stock soda as needed
7. Call pie bakers with number and kind of full pies in the food booth
8. Welcome the 4pm shift of volunteers
9. Instruct Volunteers to
 - a. Wash hands
 - b. Wear hat
 - c. Cut and display pies
 - d. Cut up or refill any condiments or napkins
 - e. Wash tables
 - f. Greet customers
 - g. Prep for Walking Tacos (fill lettuce, sour cream, salsa tray in fridge).
 - h. Instruct on proper food temp- 165 degrees
10. Greet incoming supervisor and thank your volunteer staff

Evening Supervisor in the Food Booth

6:00-10:00pm

1. Ahead of your shift please check your volunteer crew. Recruit extra volunteers if needed.
2. Check in at the Parking Lot tent to pick up your fair pass.
3. Greet volunteers assigned to your shift and catch up with previous shift supervisor
4. Check all food quantities
 - a. Freezer should contain
 - i. Brats- 4 packages
 - ii. Hot Dogs- 2 packages
 - b. Fridge should contain
 - i. Brats- two thawed boxes
 - ii. Hot Dogs- one thawed package
5. Grill as needed
6. Stock soda as needed
7. Call pie bakers with number and kind of full pies in the food booth
8. Welcome the 7pm shift of volunteers
9. Instruct Volunteers to
 - a. Wash hands
 - b. Wear hat
 - c. Cut and display pies you think may be needed during your shift
 - d. Cut up or refill any condiments or napkins
 - e. Wash tables
 - f. Greet customers
 - g. Prep for Walking Tacos (fill lettuce, sour cream, salsa tray in fridge).
 - h. Instruct on proper food temp- 165 degrees
10. At the end of the shift clean up
 - a. Wash tables/straighten chairs
 - b. Wash Nescos
 - c. Fill condiments
 - d. Pick up trash, sweep
 - e. Empty trash cans and insert new liners
 - f. Drop sides of tent
 - g. Leave register OPEN after money is collected
 - h. Bundle towels. They will be picked up in the morning.
11. Thank your volunteer staff.