



ASHLAND COUNTY

4-H DAIRY BAR

MANUAL OF HOW TO INSTRUCTIONS



Thank You for volunteering to help out with the 4-H Dairy Bar. Please take a few minutes to familiarize yourself with this document. If you have any recommendations to improve this manual, include your comments in your shift's cash bag. Lastly, remember to smile and be prompt and courteous to all customers.



Hot Topics

Cash Bag/Start-up money – Every shift will receive a cash bag with \$50 start-up money in it to help make the transitions between shifts easier. See the *Shift Information* section for more details.

Supplies – Can't find some of the supplies you need? Try checking the 4-H storage building next to the Knights of Columbus building (i.e. White with Green trim). A key will either be hanging on the left hand side of the Dairy Bar door by the light switch or it can be obtained in the Fair Office.

½ Price Meal for Workers – During your shift, you are allowed one ½ price meal which includes one sandwich, a bag of chips, a drink, and a desert item.

Shift Information

Daily Opening Procedures –

The 1st shift of the day should be there starting at 10:30 to make sure that everything is hot and ready to go. Don't open the windows until you're ready to serve at 11:00. If the Dairy Bar is not open, go to the office and Gina will open it up for you.

Shift Information –

Cash Bag/Start-up money –

1. Every shift will receive a cash bag with \$50 start-up money in it.
2. You can pick up the bag from Gina in the Fair Office.
3. Put the money in your cash register.
4. At the end of your shift empty the contents of the cash register into the money bag and bring over to Gina in the office.
5. Any comments you may have, please write them down and put them in the money bag. We welcome suggestions of any kind.
This only makes for a better dairy bar.
6. Please do not count the money while sitting at the cash register during the shift.
7. If you want to count the money at the end of your shift, count it in front of one other leader in the office. You should always have 2 people there when counting money.
8. **Only** Adults and Youth Leaders are allowed to run the cash register.
9. If you need change, bring the appropriate dollar amount to the fair office to exchange it for what you need.

Worker Information –

1. **Wash your Hands** - Wash your hands before you start the shift with antibacterial soap.
2. If you have long hair please pull it back in a pony tail.

3. Restock refrigerator with bottled water if cold supply is getting low.
4. Make more Ham and Cheese sandwiches if getting low (see *How To* Section).
5. Make more Cookie Sandwiches if getting low (see *How To* Section).
6. Clean and refill condiments containers.
7. **Eating in the Dairy Bar – Do not** eat inside the dairy bar. Please go outside and sit on a bench and take a break.
8. **½ Price Meal for Workers** – During your shift, you are allowed **one** ½ price meal which includes one sandwich, a bag of chips, a drink, and a desert item.
9. **Order Slips** – If needed, order Slips will be available for taking order.
 - a. Circle what the person orders, then give it to the cash register person if you need help figuring out a total for the order.
 - b. You do not need to save the slips once the order has been filled.
 - c. If order slips run out and you would like to write down your order, plain paper note pads can be used.

Cleaning Information –

1. Put bleach in every rinse cycle when doing dishes.
2. Wipe down counters with Clorox wipes. Please do this a couple times during your shift.
3. Wash all the dishes at the end of your shift.
4. If you need to dump a bucket of dirty water, it should be dumped over by the bathroom area behind open exhibit hall.
5. Put trash near or in a trash can next to the dairy bar.
6. Keep floor sweep.
7. Wipe picnic tables off under pavilion if you have time.

Nightly Closing Procedures –

1. Put unused food away (Hot food goes in fridge or freezer).
2. Wash all dishes and wipe cooking areas down with bleach water.
3. Take cash drawer and cash bag to Fair Office.
4. Turn off lights and lock door.

Kitchen Instructions

Kitchen staff preparing food must wear plastic gloves when handling food.

Corn Dogs:

1. Only put 6 corn dogs in the oven at a time.
2. Keep the warmest ones to the front of the pan and the coldest ones at the back of the pan so you're not serving cold corn dogs.
3. Cook based on directions listed on the corn dog box.
4. Serve them in the hot dog boats.

Hot Dogs:

1. Use the new hot dog machine. If this can't keep up with the rush of customers you might have to put some in a kettle of water on the stove.
2. Serve them in the hot dog boats.

BBQs:

1. Heat to 165 degrees on stove before transferring to crock pot.
2. Place a large scoop of meat on the bun.
3. Use the small plates to serve them on.

Roast Beefs:

1. Heat to 165 degrees on stove before transferring to crock pot.
2. Use the chicken broth for juice/broth. It should be in the refrigerator.
3. Place meat on a bun.
4. Use the small plates to serve them on.

Serving Instructions

Hot Ham & Cheese:

1. Put on plastic gloves.
2. Remove from plastic baggie and put on a small plate.
3. Heat for roughly 30 seconds in Microwave.

Root Beer Floats:

1. There is one size, large.
2. Put on plastic gloves.
3. Put 2 scoops of ice cream in the cup.
4. And then hand them a can of root beer pop.

Sundaes:

1. Put on plastic gloves.
2. There is only one size, use the small bowls
3. Put 2 scoops in the bowl.
4. Top off with strawberries or chocolate sauce (thawed berries in refrigerator).

String Cheese:

1. Grab String Cheese with a napkin; do not use your fingers.

Cookies:

1. Grab Cookies with a napkin; do not use your fingers.

HOW TO?

Fill out meal tickets for judges:

1. Total up the order for the judge.
2. Then fill in the dollar amount in the space provided on the meal ticket and put it in the cash register. At the end of your shift, put in cash bag and turn this in to the office. This will be reimbursed by the fair board at a later date.

How to change the milk:

1. Get new milk bag from the cooler in the Red Dog Saloon (south of the Fair Office).
2. Remove existing crate from milk dispenser and dispose of old bag.
3. Place the new milk bag in the crate.
4. Put the tube through the opening (i.e. Each end of the crate has an opening for the white tube.)
5. Slide the round plastic disk (found at the top of the white tube) into the round hole.
6. Put the top on the crate and lift the crate with tube pointing down into the cooler.
7. Slide the tube into the tube hole, lift up the handle that lets the milk flow, push the tube through the hole.
8. Pull white tube straight and cut it off.
9. Milk should then flow when you lift the handle.

How to make coffee:

1. You should start the coffee right away in the big pot because it takes a while to make.
2. Fill with water to the line inside of the pot.
3. Put grounds in up to where it is indented.

How to make Cookie Sandwiches:

1. Put on plastic gloves.
2. Put 1 large scoop of ice cream between 2 cookies.
3. Place in plastic baggie and put in ice cream freezer.
4. Make enough so there is about 10-20 in the freezer at all times.

How to make Hot Ham & Cheese:

1. Put on plastic gloves.
2. Fold one slice of ham and put it on a bun.
3. Put one slice of cheese on top of ham.
4. Put the sandwich in a sandwich bag.
5. Make enough so there is about 20 in the refrigerator at all times.

General Information

Inspector Process – If they have any questions, have them go to the fair office (Gina has all the answers).

Supplies –

Item	Location
Milk	Cooler in the Red Dog Saloon
Paper Supplies	In Boxes on Shelves
BBQ, Roast Beefs, Corn Dogs	In Freezer
Ham & Cheese, Hot Dogs	In Refrigerator
Buns	On Trays on Shelves
Condiments	In Refrigerator
Ice Cream	In Freezer
Thawed Berries	In Refrigerator
Bottled Water	In Refrigerator / Under Counter
Paper Products	Boxes on Shelves (Marked)

Troubleshooting –

Issue	Action Item
Blown Fuse	Fuse box is in kitchen area. Change Fuse / Get Help?????
Need Change	Take appropriate money to Fair Office to exchange for change.

Dairy Bar Checklist:

Supplies	2015	(What we will need for) 2016	(What we will need for) 202_
Spoons	Do not need any	Need 200	
Forks	Do not need any	Do not need any	
Straws	Do not need any	Do not need any	
Large Cups	Left from Last Year	Do not need any	
Small Cups	Left from Last Year	Do not need any	
Coffee Cups	Do not need any	Do not need any	
Salt	Left from Last Year	Do not need any	
Pepper	Left from Last Year	Do not need any	
Sugar	Left from Last Year	Do not need any	
Creamer	Free	Need Some-Denise	
Ketchup	10 Bottles	6 Bottles-Denise	
Mustard	4 Bottles	2 Bottles-Denise	
Coffee	2 x-large cans	2 x-large cans-Denise	
Plastic Gloves	1 Box	1 Box-Denise	
Hot Dog Boats	1000 count	1000 count-Denise	
Sandwich Bags	Do not need any	Yes-Denise	
Small Plates	Yes	Yes-Denise	
Tin Foil	1 Roll	Do not need any	
Napkins	Free	Free	
Pens	Free	Free	
Order Slips / Note Pads	Do not need any	Do not need any	

Cleaning List:	2015	2016	202_
Bleach	1 Bottle	Do not need any ½ Left	
Dish Washing Detergent	1 Bottle	Do not need any ½ Left	
Clorox Wipes	4 Containers	Do not need any	
Hand Sanitizer	6 Bottles	Do not need any	
Bag of Rags	Free	Walmart-Denise	

Food List:	2015	2016	202_
Water	10 Cases-29.80	10 Cases-Denise	
Pop (Pepsi/Diet Pepsi/Mt. Dew/Rt. Beer)	4 Pepsi/3 Diet/4 Mt. Dew/4 Root Beer	Cases: 5-Mt. Dew 5-Pepsi 5-Coke 5 Diet Coke 5-RootBeer	

Milk (White/Chocolate)	2-White/4 Chocolate	2-White/4 Chocolate-Gina	
BBQ	60 lbs	40 lbs-Gina	
Roast Beef	60 lbs	70 lbs-Gina	
Ham	15.6 lbs	18 lbs-Gina	
Hot Dogs	64 pkg.X 8=512	50 pkg.X 8=400-Denise	
Corn Dogs	3 Boxes	4 Boxes-Gina	
Chips-Misc.	54 each=216	Get one Variety Pack from Sams Club-Denise	
String Cheese	5 lbs.	5 lbs-Gina	
Malt Cups	? Boxes	10 Boxes-Gina	
Ice Cream Bars	NONE	NONE	
Freezie Pops	2 Boxes	NONE	
Cookies	2 Boxes	1 Box (320)-Denise	
Other Misc:			
Hamburger Buns	30 buns in a flat X 26 flats=780	650 Buns-Denise	
Hot Dog Buns	25 pks X 16=400	400-Denise	
Cheese for Ham Sandwich	9 lbs	9 lbs-Gina	
Ice Cream-Chocolate	4 Gallons Buckets	3 Gallons-Gina	
Ice Cream-Vanilla	7 Gallons Buckets	8 Gallons-Gina	
Ice Cream-Strawberry	1 Gallon Bucket	NONE	
Strawberry Sauce 30 lbs.	1 Bucket	1 Bucket-Gina	
Chocolate Sauce	2 Bottles	1 Bottles-Denise	
Ice Cream Cones	1 Box	1 Box-Gina	
Chicken Stock	1- Container	1- Container-Denise	

List for Breakfast on Sunday:	2015	2016	202_
Sausages	25 lbs	25 lbs-Gina	
Pancake Mix	20 lbs	20 lbs-Denise	
Oil	None	None	
Syrup-Regular	1 Gallon	4 Bottles-Denise	
Syrup-Sugar Free	NONE	1 Bottle-Denise	
Large Plates	250	250-Denise	
Butter	1 Big Tub	1 Big Tub-Denise	
Pam Spray	1 Can	1 Can-Denise	

4-H Dairy Bar Volunteers



Thank you for volunteering to help out with the Dairy Bar. Please familiarize yourself with the information posted in the Dairy Bar manual regarding operating procedures and instructions. Also, we are looking for ideas to improve the Dairy Bar. If any questions come up during your shift and they cannot be answered by the manual, please make a note in the comments section below. Your feedback is crucial to ensure the Dairy Bar runs smoothly and consistently for every shift. Remember to smile and have fun!

Club or Workers: _____

Shift (Time of start and end): _____

Comments: _____

You do not need to count the money in the bag. But, if you decide to count the money, please fill out the following (Please include the start-up money in the total).

Total Amount Collected During Your Shift: \$ _____

Money Box Counted By: _____

Money Box Verified By: _____