

2026



4-H DAIRY BAR

INSTRUCTION MANUAL

 **MAKE**  **THRIVE**  **GROW**  **SERVE**



TIME: 3rd weekend of August
(Thursday to Sunday)

PLACE: Ashland County Fairgrounds
(Main St, Marengo, WI 54855)

CONTENTS OF DAIRY BAR MANUAL

<i>Thank You & Key Topics</i>	page 2
<i>Shift Information & Procedures</i>	ps. 3-4
<i>Kitchen & Serving Instructions</i>	page 5
<i>How To...?</i>	page 6
<i>General Information & Resources</i>	page 7
<i>Copies of Dairy Bar Sheets & Lists</i>	ps. 8-11



WELCOME TO THE DAIRY BAR!

Thank you for volunteering your time and energy to help out your local 4-H!

Your work is invaluable as this is the 4-H program's largest fundraising event of the year! Please familiarize yourself with this guide to support your work. Remember to be courteous and prompt with customers as you represent 4-H and Ashland County, and know that your work is contributing a great deal to the progress of our local youth opportunities and programs!

THANK YOU! YOU ARE AWESOME!



Key Topics to Keep in Mind

These are some of the most crucial things to know as you begin working in the Dairy Bar. These items directly benefit you as you work, so please read through them!

Start the Dairy Bar Shift with a Cash Bag:

Every shift will receive a cash bag with \$50 start-up money in it (this can be located in the County Fair office building). The bag helps make the transitions between shifts easier. See the Shift Information section for more details.

Dairy Bar Supplies & Locations:

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.

Volunteer Half-Priced Meals While Working:

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

Tips in Shifts Go Towards Clubs

While the money that comes into the Dairy Bar from snacks and meals goes to the overall local 4-H program (funding trips, events, contests, and other local 4-H community activities), the tips collected in your shift go toward your Club! This is an incentive to do great work and an opportunity to support your Club's unique opportunities!

Extension and 4-H Ashland County Contact Information	
Office Address	201 Main Street W Courthouse Room #107 Ashland, WI 54806
Office Phone Number	715-682-7017
Office Website	https://ashland.extension.wisc.edu/
4-H Educator Number	Dave Ullman, 715-274-9584
4-H Educator Email	dave.ullman@wisc.edu

If you have recommendations to improve this manual, include your comments in your shift's cash bag, or contact the 4-H Educator using the information to the left!



Extension
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SHIFT INFORMATION

Cash & Money Handling Procedures for Every Shift

1 --- At the Start of the Shift, Get the Cash Bag

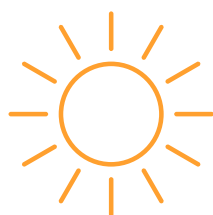
Every shift will receive a cash bag with \$50 start-up money in it. You can pick up the bag from Gina in the Fair Office. Put the money in your cash register right away to keep it secured and prepared.

2 --- Handling Money During the Shift

Only Adults and Youth Leaders are allowed to run the cash register. If you need change, bring the appropriate dollar amount to the fair office and exchange it for what coins and/or bills you need. Please do not count the money while sitting at the register during the shift, instead wait for the shift's end to count the total.

3 --- Finishing Up the Shift & Cash Transfer

At the end of your shift, empty the contents of the cash register into the money bag and return it to Gina in the office. When counting the money at the end of your shift, count it in front of one other leader in the office. You should always have 2 adults present when counting money for the sake of accountability. Any comments you may have about the shift you can write down on the feedback form (see page 9 for what the form looks like) and place it inside the money bag. All suggestions are welcome - they make for a better dairy bar!



Very Important Items for Opening & Closing Shifts of the Day

Opening up the Dairy Bar:

The Dairy Bar opens at 11 AM. The 1st shift workers of the day should be there no later than 10:30 to make sure that everything is hot and ready to go for opening. Do not open the service windows until your shift team is ready to serve at 11:00. If the Dairy Bar is not open, see Gina in the office for help.

Closing up the Dairy Bar:

Make sure to complete the following tasks so no food spoils or issues occur:

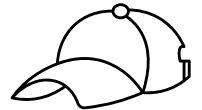
- Put unused food away (Hot food goes in fridge or freezer).
- Wash all dishes and wipe cooking areas down with bleach water.
- Take cash drawer and cash bag to Fair Office.
- Turn off lights and lock door when everyone is done.



SHIFT INFORMATION CONTINUED

Worker Procedures

1. 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. Hats are also recommended.
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. Do not eat inside the dairy bar. Please go outside to a bench and take a break.
8. During your shift, you are allowed one ½ price meal. This includes:
 - a. one sandwich
 - b. a bag of chips
 - c. a drink, and
 - d. a desert item
9. If needed, Order Slips will be available for taking orders. This works as follows:
 - a. Circle what the person orders
 - b. Give it to the cash register person if you need help figuring out a total for the order.
 - c. You do not need to save the slips once the order has been filled.
 - d. If order slips run out, you can write down orders using plain paper note pads.



Cleaning Procedures

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. Put trash near or in a trash can next to the dairy bar.
5. Keep floor swept.
6. Wipe picnic tables off under pavilion if you have time.
7. When dumping a bucket of dirty water, do it by the bathroom area behind the open exhibit hall.





KITCHEN & SERVING 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.

BBQ

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 (staff serving food must wash hands and keep hair back/under hat)

Hot Ham & Cheese

1. Put on plastic gloves.
2. Remove plastic baggie from sandwich.
3. Place sandwich on a small plate.
4. Heat in microwave for about 30 seconds.

String Cheese

Grab the cheese with a napkin (do not use your fingers).

Cookies

Grab the cookie with a napkin (do not use your fingers).

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).

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. Then hand them a can of root beer pop.





HOW TO...?

Fill out meal tickets for Fair Judges...

1. Total up the order for the judge.
2. 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 that ticket in the 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 Ice-Cream 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 Sandwiches...

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.





In case you...

Get A Blown Fuse? The fuse box is in the Kitchen Area.

Need Change for Orders? Take the amount of money you want exchanged to the Fair Office.

Get an Inspector Visit? Send them to the Fair office (Gina has all the answers).

Dairy Bar Supplies

ITEM	LOCATION	ITEM	LOCATION
BBQ	Freezer	Bottled Water	Refrigerator and Under Counter
Buns	On trays on shelves	Condiments	Refrigerator
Corn Dogs	Freezer	Ice Cream	Freezer
Ham & Cheese	Refrigerator	Milk	Cooler in the Red Dog Saloon
Hot Dogs	Refrigerator		
Roast Beef	Freezer	Paper Products & Supplies	In boxes on the shelves (they are marked)
Thawed Berries	Refrigerator		

Other Things to Note

- Please refer to the Dairy Bar Manual Binder for other copies of these pages.
- The Binder also contains Dairy Bar Checklists and other useful materials (see pages 8-11).
- Any tips collected in the tip container during your Club's shift will be donated to your club!



Thank you again for all your work and support!
All participants as Dairy Bar workers are able to receive some 4-H swag, so remember to ask the 4-H Educator for your item if you didn't yet get one! Looking forward to seeing you at the Fair!

MONDAY of Fair Week at 6PM =

Group cleanup of 4-H fairgrounds facilities with pizza and pop provided!

Takes around 2 hours including time for eating.

(Other volunteer opportunities include baking pies for the auction)

THURSDAY (Fair Opens)	FRIDAY (Full Fair Day)	SATURDAY (Full Fair Day)	SUNDAY (Fair Closes)
10 AM – 6 PM *EXHIBIT SUBMISSIONS CAN STILL BE ENTERED* 5 PM – 10 PM Carnival Rides (admission is \$5) ----- 6:00 – 8:30 PM Shift Preparation Time!	10:30 AM–1:30 PM Shift First Day Opening! 1:15-4:30 PM Shift Post- Lunch & Pre-Supper 4:15-7:30 PM Shift Supper & Desserts 7:15-10:30 PM Shift Closing Time	10:30 AM–2:00 PM Shift Opening & Lunch 1:45-4:30 PM Shift Post- Lunch & Pre-Supper 4:15-10:30 PM Shift Supper & Closing Time *Market Sale & Pie Auction in the afternoon	8:00 AM–12:00 PM Shift Opening & Pearce Pancakes 12:00-3:00 PM Shift Final Serve/Clean-Up

Please Keep in Mind:

- All ages are encouraged to help! Older youth and adults can teach and mentor younger children.
- Each shift overlaps by 15 minutes to facilitate transition time. Make sure to arrive early for your shift.
- Please have at least 2 adults and 2 independent individuals during your shift to make workflow smooth.
- Friendly customer service is key, as is remaining focused when taking and filling orders to efficiently work.
- Various Extension staff will be available at the fair or you can call for their specific support (715-274-9584).
- Each Volunteer will receive a 4-H Item as appreciation for their contribution (sticker, bandana, pen, etc.)!
- Thank you for your support!

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: _____

FOOD SUPPLIES	STATUS FOR THIS YEAR:	STATUS FOR NEXT YEAR:
DRINKS & ICE CREAM ITEMS:		
Water		
Soda Pops (Pepsi/Diet Pepsi, Mt. Dew, Root Beer)		
Milk (White & Chocolate)		
Ice Cream - Vanilla		
Ice Cream - Chocolate		
Ice Cream - Strawberry		
Ice Cream Cones		
Sauces (Chocolate, Butterscotch)		
Fresh Strawberry Sauce		
Ice Cream Bars		
Freezie Pops		
Malt Cups		
MEATS & SNACKS:		
BBQ		
Roast Beef		
Ham		
Cheese for Ham Sandwich		
Corn Dogs		
Hot Dogs		
Hot Dog Buns		
Burger Buns		
Chicken Stock		
Chips (mixed variety)		
String Cheese		
Cookies		
SUNDAY BREAKFAST LIST:		
Sausages		
Pancake Mix		
Oil		
Syrups (both Regular and Sugar Free)		
Large Plates		
Butter		
Pam Spray		

GENERAL SUPPLIES	STATUS FOR THIS YEAR:	STATUS FOR NEXT YEAR:
COFFEE ITEMS:		
Coffee Cups		
Creamer		
Other (Coffee Filters?)		
CONDIMENTS & SPICES:		
Ketchup		
Mustard		
Relish		
Salt		
Pepper		
Sugar		
UTENSILS & CONTAINERS:		
Cups - size Small		
Cups - size Large		
Straws		
Forks		
Spoons		
Knives		
Hot Dog Boats		
Sandwich Bags		
Small Plates		
Napkins		
Tin Foil		
OTHER:		
Plastic Gloves		
Markers & Pens		
Order Slips/Notepads		
CLEANING SUPPLIES:		
Bleach		
Dish Washing Detergent		
Clorox Cleaning Wipes		
Hand Sanitizer		
Bag of Rags		

**THANK YOU FOR BEING
PART OF 4-H & THE FAIR!**



MAKE



THRIVE



GROW



SERVE