



4-H Junior Leaders Ice Cream Stand Junior Leader Assistant Manager Responsibility Guide



Description

The 4-H Junior Leaders Ice Cream Stand is operated by the Junior Leaders at the Monroe County Fair to raise funds for their annual trip and other activities.

Assistant Manager

An adult leader, assisted by two Jr. Leaders, manages the Monroe Co. 4-H Jr. Leader Ice Cream Stand. Through the review of application forms, the adult manager and 4-H Youth Development Agent will select the two assistants.

Time Commitment

- Approximate time commitment: before fair is 5 hours; during the fair is flexible-based on agreement with manager schedules; after the fair is three hours.
- Flexible

Compensation

\$50 per assistant based on before and after fair hours and approximately 12 hours for each assistant during actual fair time (Thursday – Sunday).

Facts to Know

- Ice cream stand hours are 10 am to 10 pm Thursday through Saturday. Sunday hours are 10 am until Ice Cream is gone.
- Four to six Jr. Leaders are assigned to each shift depending on shift times and events going on at the fair.

Tasks to be Completed

Before Fair

- Job information will be published in the *Cloverlink*
- June deadline for applications
- Prior to June 15th, applications will be reviewed and the Assistant Manager(s) will be selected.

July 1st

- Schedule for Assistant Managers finalized
- Work with manager to clean the stand and do maintenance.
- Work with Extension Office and manager to assign Jr. Leader workers to shifts.

During the Fair

- The manager or on-duty Jr. Leader Assistant will be at the stand or readily available on the fair grounds at all times.
- Make sure menu board is completed and accurate.
- Post time schedule on door, check off when workers work, encourage team work
- Ability to work with suppliers and vendors on a professional level.
- Make sure all supplies are stocked.
- Change ice cream flavors as available and needed.
- Close down when ice cream is gone on Sunday.
- Make sure ice cream stand is clean in and around premises.

After Fair

- Work with manager to clean-up ice cream stand.

Extension Office will:

- Publish Responsibility Guides and hiring information in 4-H newsletter.
- Work with manager to assure smooth operation of the stand.
- Set-up initial Ice Cream Stand schedule sign-up form and mail to Junior Leaders.