



4-H Food Booth Food Safety Training Youth, Adults, and Volunteers

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Overview

- 4-H's Role at the Osceola County Fair
- Communication
- Food Safety
- How to Make Food and Use Equipment
- How to Clean and Store
- Procedures
- Roles
- Forms
- Customer Service
- Emergencies



4-H's Role at the Fair

- Largest fundraiser for Osceola County 4-H
 - 10-day event held every February at OHP
 - Money used for scholarships, events, etc.
- KVLS food booth location



How We Communicate

- Walkie talkie provided to
 - Agent or volunteer in charge
 - Volunteer(s) running food to booth
 - One person in the office
 - Daytime: office staff
 - After hours: volunteer counting money



Food Safety

- We feed A LOT of people!!
- Food Safety Principles
 - Clean
 - Separate
 - Cook
 - Chill



Clean

- At the beginning of each shift
 - Make sure all equipment and utensils are clean
 - Wash hands properly
 - Put on gloves if handling food directly
- Spot clean as needed
- Wipe counters with sanitizing wipes
- Keep utensils clean throughout shift
- Clean and sanitize food thermometer after each use



Clean

- Hand washing
 - Prevents 99% of illnesses (ex: cold, flu, foodborne)
 - Hands must be washed
 - Whenever they are dirty
 - After eating
 - After using the restroom
 - After handling trash
 - After touching a body part (ex: hair, face)
 - After touching an animal
 - Before putting on a clean pair of gloves
- Hand washing steps will be posted near sink in each booth
- Activity
 - Glow Germ
 - Soapy Solutions



Clean

- Gloves
 - Gloves are not meant to be worn in place of hand washing
 - Wear gloves if handling and/or preparing food (ex: hotdog, BBQ sandwich, fruit)
 - Do not wear gloves if only handling utensils, money, or pre-packaged food
 - Wash hands and put on new pair if they become dirty, torn, or if assigned to a new task
- Hair Restraints
 - Hair restraints should be worn by anyone with long hair serving food
 - Ties, scrunchies, and hats are examples, but must be clean and in good condition so they don't break or fall into food



Clean

- How to make sanitizing solution
 - 1 Tbsp of bleach per gallon of water
 - Bucket labeled with black fill line
 - Make new batch at beginning of each shift or when solution is dirty or cloudy
 - Dump out at night after cleaning the booth

Video – Hand washing

- <https://youtu.be/6Vl1F5aptKU?si=u19rn3hYQlrG5eWb>



Separate

- Using designated utensils helps prevent cross-contamination
- Utensils designated for use with each food
 - Covered in next section



Cook

- Hot food is prepared by Agent and delivered to booths upon request
 - BBQ and Chili
 - Hotdogs prepared in booth
- Cooked food not sold after 4 hours is replaced by a fresh batch
- Food thermometers *MUST* be used
 - Proper internal cooking temperatures are met and maintained throughout shift
 - Food not held at proper temperature for long periods of time can develop bacteria



Chill

- Properly storing food in the refrigerator prevents spoilage and bacteria growth
- Storing will be covered in a separate section



How to Make Food and Use Equipment

- Hot beverages
- BBQ Sandwich
- Chili
- Hotdog
- Walking Taco
- Strawberry Shortcake



Food Thermometers

- Ensures food is cooked to proper internal cooking temperature and maintains temp throughout shift
- Must be used throughout shift to keep track of food temp
- Two are provided in each booth – one for each crockpot
- Use and maintenance
 - All thermometers will be calibrated prior to Fair
 - Incidents that can influence calibration
 - Dropping thermometer
 - Normal use throughout Fair
- If you feel thermometer is not working properly, request new one from Agent



How to Clean and Store

- When to wash and sanitize equipment and utensils
 - Utensils or equipment are dirty or caked with food
 - Utensil was dropped on the floor
 - Serving part of utensil was touched with bare hands
 - At the beginning of each shift before serving customers (utensils)
 - At the end of the night when cleaning up



General Cleaning

- Use pre-made sanitizing solution for sanitizing utensils and equipment
- Rinse and wash utensils and equipment with hot water and dish soap
- Dip utensils in bucket of sanitizing solution
- Wipe down equipment using a sanitized rag – keep rag in the bucket at all times
- Let utensils air dry on drying rack
- Use sanitizing wipes to clean surfaces, but not equipment
- Spot clean throughout each shift with a rag, paper towel, etc. to prevent bugs
- Booth must be cleaned at the end of each evening



How to Clean Cooking Equipment

- Hotdog cooker – clean with water and dish soap and sanitize with pre-soaked rag
 - Turn rollers on but lower temp to lowest setting or OFF
 - Wipe rollers as they spin
 - Place clean tin foil on top of rollers
- Crockpots – wash with dish soap and sanitize with pre-soaked rag to wipe inside clean
- Cheese Machine – spot clean during each shift as cheese drips onto tray and around interior parts
 - DO NOT turn off
- Food Thermometer – clean with water and dish soap and sanitize



Storage

- All booths equipped with plastic storage bags, foil, and plastic wrap
- Hot food
 - Cooked hotdogs bagged and returned to office
 - Uncooked hotdogs bagged and put in fridge
 - Cooked BBQ and chili tied in its original bag and returned to office
 - Unused buns should be left in their original package and stored on shelf
 - Used (heated) buns returned to office
- Strawberry Shortcake
 - Opened packages of shortcake cups stored in plastic storage bag and put in fridge
 - Strawberries kept in their original container and put in fridge
 - Whipped topping (opened and unopened) put in fridge



Storage

- Biscuits and gravy
 - If tray of biscuits is over $\frac{1}{2}$ full – cover with plastic wrap to prevent drying out, and put in fridge
 - If less than $\frac{1}{2}$ - place in plastic bag and put in fridge
 - Gravy tied in its original bag and placed in fridge
- Pre-packaged food
 - All unopened pre-packaged food (snacks) can be placed on shelf
 - Leave drinks in soda fridge in East. Drinks can be kept in cooler in KVLS
 - In KVLS - Dump out water at the end of night and refill with ice if needed (don't overfill)



Procedures

- All clubs meet between KVLS and Extension building 15 minutes prior to shift starting (near KVLS booth)
- All members working in the booth must sign in and sign out
- Adults only handle money (18+)
- Make change only for paying customers
- No bills larger than \$20
- Do not count money in the booth
- Sorry, no food for free!
- Keep track of items sold on Items Sold Chart
- At end of shift
 - Place all money, Sign In Sheet, and Items Sold Chart in envelope and bring to Extension office for counting
 - Return money in denominations you started with
 - Two adults or one adult/one senior 4-H'er must bring money
 - Do not leave any money for the next shift
- At end of evening
 - Follow same procedures but include Inventory Sheet in envelope



Adult vs. Youth Roles

- Adults (18+)
 - Handle money
 - Take orders
 - Promote items for sale
 - Make hot food
- INT and SR 4-H youth (ages 11-18)
 - Make hot food
 - Take orders
 - Promote items for sale
- CB and JR 4-H youth (ages 5-10)
 - Take orders
 - Handle packaged items and fruit (drinks, snacks, fruit)
 - Promote items for sale

Youth who are on the “dividing line” (7/8, 10/11, or 13/14)

- Can be “promoted” to the next level of responsibility
- At the discretion of the Leader and/or Crew Chief



Proper Work Attire

- Must be 4-H appropriate
- Jeans and shorts are acceptable but must be clean and have no holes
- 4-H club shirt or similar but must be clean and have no holes
- Long hair must be restrained with a tie, scrunchie, or hat
 - Clean and in good condition
- Comfortable, close-toed shoes are required
 - No sandals, flip flops, high heels



Forms

- All necessary forms are in envelope for each shift
 - Sign In/Sign Out Form
 - Food Booth Items Sold Sheet
 - Inventory Checklist (for last shift)



End of Shift Crew Chief Duties

- Let Agent know if low on any items OR tell incoming club
- Make fresh bucket of sanitizing solution for incoming club
- Crew Chief (with one adult or Senior 4-Her) returns to Extension Office to balance out the account and return forms
- Return all money including start up change, Sign-in/Sign out sheets and completed Items Sold Tally Sheet
- Cash boxes and Procedure book stays in food booth
- Package and return to Extension office any unsold COOKED food ONLY IF it was the same batch from the beginning of the shift



End of Night Crew Chief Duties

- Supervise cleaning & sanitizing of equipment
- Keep cheese machine ON 24/7
- Make sure hot dog cooker is clean and covered with foil
- Empty trash - set outside concession stand for night clean-up crew to pick up
- Crew Chief (with one adult or Senior 4-Her) returns to Extension Office to balance out account and return forms. Return all money including start up change, Sign-in/Sign out sheet, Inventory Checklist, and completed Items Sold tally sheet
- Cash boxes and manual stays in food booth
- Package UNCOOKED food and put in refrigerator
- Package COOKED food and return to Extension office



Customer Service

- Be courteous when addressing customer, pay attention to their order
- No eating or chewing gum while addressing or serving a customer
- Can promote items to encourage customers to visit
- Suggest alternatives if desired item is not in stock
- Ask if customer would like something else
- Smile and have fun 😊



Emergencies

- Most emergencies can be handled by calling the Agent or adult volunteer in charge
 - Use walkie talkie to contact
- For emergencies regarding lost children, call KVLS security office
 - Phone number provided on envelope and in manual
- Accident Report
 - Care provided (ex: First Aid, CPR, ice pack given)
- Incident Report
 - Care not provided (ex: sitting down because of dizziness, exhaustion, etc.)



Thank you for all of your hard work
and dedication to the Osceola
County 4-H Program!

Questions?

Contact: Jessica Sprain – 4-H Agent
321-697-3000 or jsprain@ufl.edu

