Newaygo County Farm Bureau

Cheese Booth Manager

Job Description

Each August the Newaygo County Farm Bureau operates the Cheese Booth during the Newaygo County Agriculture Fair. In 2013 the dates for the fair are August 3-10. The Cheese Booth is staffed by volunteers and one compensated manager to oversee all daily operations. The profit from the Cheese Booth is used to fund youth program.

The Manager is responsible for, but not limited to, the following:

- Setting the operational hours for the Cheese Booth. Hours must be submitted to Board of Directors by July meeting for approval.
- Submitting a menu and prices to the Board of Directors for approval by the July meeting for approval.
- Securing all products to be sold at the Cheese booth. Including items that will be needed to prepare and serve the food.
- Creating and filling a volunteer work schedule for all hours the Cheese Booth is open.
- Be at the Cheese Booth at opening, closing and each shift change.
- Inventory product to make sure oldest is being used first and that the booth is always stocked
- Deliver product to Cheese Booth as needed
- Pick up baked goods and bread at the beginning of each day
- Help sell or donate left over product when Cheese Booth closes for season
- Accurately count and record money at closing each night. Deposit cash every day.
- Have cash box stocked at each Cheese Booth opening
- Provide County Administrative Manager with all receipts and deposit slips. Any expense that a receipt is not provided for will be the manager’s responsibility.

Farm Bureau is responsible for:

- Securing all operating permits
- Making sure all equipment is fully operational prior to opening of Cheese Booth
- Paying all expenses related to operation of Cheese Booth, that a receipt is provided
- A member from the board will be present at the season opening and season closing of the Cheese Booth
- Assist manager to fulfill volunteer work schedule

Prospects will submit a compensation proposal by June 13, 2013. The proposal must be inclusive; no additional expenses will be approved after the fair’s end. The Board of Director’s will make the final Decision by June 17, 2013 Please submit proposal to:

Melanie Baden, County Administrative Manager
Newaygo County Farm Bureau
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