# 4-H Fair Concession Stand Checklist

A checklist for 4-H fair concession stand volunteers to confirm food safety, setup, money handling, and cleanup for each shift. Print it, tick each box as you go, and file the page with your records.

Farm / unit: _____ Date: _____ By: _____

| ITEM | OK | FIX | N/A |
|---|---|---|---|
| Stand is clean and sanitized | ☐ | ☐ | ☐ |
| Hand washing station is stocked | ☐ | ☐ | ☐ |
| Food stored at safe conditions per local rules | ☐ | ☐ | ☐ |
| Workers wear gloves or use tongs | ☐ | ☐ | ☐ |
| Cash box and change are set | ☐ | ☐ | ☐ |
| Menu and price board posted | ☐ | ☐ | ☐ |
| Trash and recycling bins ready | ☐ | ☐ | ☐ |
| Cleanup done at close | ☐ | ☐ | ☐ |
| Records of sales filled out | ☐ | ☐ | ☐ |

**NOTES / REPAIRS NEEDED**

**TIP** Check with your local health department for permits and rules before opening a food stand at the fair.