You are responsible for greeting and assisting customers, accepting checks and debit cards for items purchased at your business. Remember to always be friendly and courteous to customers. This is a very important job, as your business relies completely on retail sales to pay off the business loan.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone’s help before it opens.

2. Work with the CEO and other employees to set prices for items to be sold during the day. **No item should sell for less than $2.00.**
   a. When the Distribution & Delivery Center delivers the “scarce” items, use the Inventory Sheet in the plastic bin to price those items.
   b. Divide your scarce inventory into 3 sets, assuring that any scarce items are evenly divided into the separate bins. Place the green bin items out during the green break, the red bin items out on the red breaks and the yellow items out for the yellow breaks. This will assure that all citizens have an equal opportunity to purchase retail products no matter which shopping break they are assigned to.
   c. Review the Merchandise Catalogue and begin to decide what additional items Planet Earth would like to sell. Follow the directions in the front of the Merchandise Catalogue.
   d. The CEO will “REORDER” the supplies on the Point of Sale (CEO) computer.
   e. The Distribution & Delivery Center will deliver your additional supply orders once they have been pulled and packaged.
   f. Price the items for sale and place them in the display case. Use the Merchandise Catalogue to help assist with the suggested retail prices.
   g. Work through the pricing activity with the help of your Volunteer Facilitator using the laminated Pricing Worksheet to make sure your business will be able to pay off the business loan.
   h. Set up your sales area. Display products attractively and be sure prices are clearly visible.
   i. Setup the Point of Sale Computer using the POS Setup and Sales Instruction Sheet.

3. Assist customers as they come in to purchase items. Stay with your customers until they purchase their item(s) or leave the store. Show them where they can locate items for sale and answer any questions.

4. Planet Earth will accept both personal checks and DEBIT cards for purchases. See the POS Setup and Sales Instruction sheet for directions on how the process a sale. ALL purchases must be entered and verified in the POS system. Give checks to the CFO.

5. Be courteous to all customers and maintain merchandise to assure attractive displays for customers.
6. Tell the CEO if any products need to be reordered. You do not want to run out of product.

7. You do not want to run out of product.

8. The CEO or other Sales Manager will substitute for you when you are on break.

9. Assist with business clean-up at the end of the day.