

## AT&T Sales Associate

You are responsible for the sale of game tablet rentals and Hi Flyer Balls at AT&T Wireless.

### **DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.**

1. Remain in your business until the Opening Town Meeting to help with shop set-up. Your business needs everyone's help before it opens.
2. Attend the meeting called by the Sales Manager.
  - a. Work on pricing the tablets, review the **Tablet Rental Process**, and learn how to use the Point of Sales (POS) computer. Instructions for the Tablet Rental Process and the **POS Computer Operation** are located at the back of this manual.
  - b. AT&T is also responsible for the sale of the "high flyer balls". The sales manager will explain how the sale of the "high flyer balls" is handled.
3. Discuss with the Sales Manager the importance of using the sales computer carefully and correctly. An adult volunteer can help you learn how to use the computer.
4. Set up your sales associate area.

### **DURING THE WORK/BREAK ROTATIONS (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.**

1. Assist customers as they arrive, ask them if they would like to purchase a "high flyer ball" or rent a game tablet. Use the **POS Computer Operation** process to see if the customers have enough in their bank account to make a sale. Accept **debit cards only** for merchandise from the retail customers. Follow the computer directions carefully as you enter sales into the computer.
2. After you have entered the sale on the computer and verified that the customer has enough money, be sure to use the Debit Card Sales Register to record each sale. Once the register fills up with 8 items, give it to the CFO and start a new sheet. No discounts are given to employees and please remember to be courteous to all customers.
3. The CEO will substitute for you when you are on break.

Assist with business clean-up at the end of the day. Recycle all used paper into **blue** recycle bin.

**Congratulations on a job well done!**

## AT&T Tablet Rental Process

1. Use the **Point of Sale Computer Operations** to process each sale. Be sure to record all sales on the Debit Sales Register. Give all completed Debit Sales Registers to the CFO.
2. Have the **Adult Volunteer Print** the customer's first and last name on the **AT&T Tablet Rental Log**. A volunteer/ teacher must initial in the space next to the customer's name.
3. All tablets will remain in your business during the rental period.



You may **not reserve** a tablet for anyone, including yourself! You may rent a tablet **only** on your break.

You may only rent five (5) tablets during each break. Watch what the other Sales Associates are doing.

