

Biz Mart Associate

You must greet guests making a purchase in a courteous and friendly manner.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business until the Opening Town Meeting to help with business set-up. **You may leave to get printed materials from the Print Shop.** Ask the CFO to tell you when he/she is ready for you to get the materials.
2. Attend the meeting called by the CEO to learn the sales and quality control process.
 - a. You will greet guests with a smile at the front door and ask, “Would you like to make a purchase today, design a custom button, or make bead jewelry?”
 - b. Study the **Point of Sale Computer Operation** directions located at the back of this manual during business start-up.
 - c. Arrange the sales display table to show the products you will be selling today.

OTHER TASKS DURING THE DAY – TO BE COMPLETED AFTER THE NATIONAL ANTHEM

1. Go to the Print Shop as needed to pick up printed materials. If you are busy the CEO can help.
2. **During the first Red Break**, take the business pet to Purina for a wellness checkup.
3. Follow the sales process located in your manual. Biz Mart accepts checks only – **no cash or debit cards.**
4. All sales must be completed on the computer using the **POS Computer Operation** instructions located at the back of this manual. Give all checks to the CFO for deposit.
5. After the last sale of the day, near the end of the second green break, be sure to give all checks to the CFO for deposit.
6. 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!