



Monsanto Sales Associate

You are responsible for processing debit card sales for items purchased at Monsanto and for greeting and assisting customers. Always be friendly and courteous to customers.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business until the Opening Town Meeting 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. Price your products with the help of your adult volunteer.
 - b. Set up your sales area. Display products attractively and be sure the prices are clearly visible.
 - c. Do **NOT** reduce prices during the day. Most of your sales will occur during the second set of breaks.
 - d. **Review the Point of Sales Computer Operations at the back of this manual.** The adult volunteer or a JA BizTown staff member will help you learn the operation of the sales computer
 - e. Follow computer instructions carefully on the next page. Record sales on the Debit Card Sales Register. **REMEMBER DEBIT CARDS ONLY.**
3. Prepare any posters or flyers to advertise your products. Flyers may only be posted on the silver street sign poles.

DURING THE FIRST WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.

1. Assist customers as they come to purchase items. Stay with your customers until they purchase their item(s) or leave the store. Be courteous to all customers.
2. If a customer wants to purchase DNA or Little Sprouts, fill out a form for each order and give it to a Research Scientist. Tell the customer their order will be delivered if they don't want to wait for them.
3. Assist with business clean-up at the end of the day. Recycle all used paper into the **blue** recycle bin.

Congratulations on a job well done!