

Smokehouse Market Beverage Manager

You are responsible for storing and maintaining beverages, as well as assisting with the continual clean-up of The Smokehouse Market during the business day. Become familiar with recycling guidelines, soda restocking, clean-up procedures, and use of equipment.

DURING THE 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. 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. Help set up tables and chairs, and meet with the CEO to discuss business operations for the day.

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

1. Make sure the drink cooler is fully stocked throughout the day. Refill as needed by moving the cold drinks to the front and **placing new drinks to the back** of the cooler. This will make sure the drinks will be cold through the day.
2. Sweep the floor area behind the serving counter as you prepare to open The Smokehouse Market. Be certain you sanitize your hands after you have swept the floor.
3. Go to the Print Shop as needed to pick up printed materials. If you are busy the Sales Associate or CEO can help.
4. Help keep The Smokehouse Market clean by wiping down the beverage equipment and beverage work areas.

OTHER TASKS TO BE COMPLETED DURING THE DAY.

1. Clean the dining area of the Smokehouse Market when you are not working with beverage items. Encourage customers to recycle all cans and plastic bottles in recycling area next to the sink. Customers should empty any excess liquid into the sink before disposing of the can or bottle in the recycling bin located in the counter.
2. Refill drink cooler at the end of day. Ask a *JA BizTown* employee for more drinks if you need them. The soda cooler should be full at the end of the day. The same type of soda should be together.
3. Assist with rest of business clean up at the end of the day. Recycle all clean, used paper into the **blue** recycle bin.

Congratulations on a job well done!