

Smokehouse Market Sales Associate

You are responsible for taking orders, receiving payments, and serving food. Become familiar with the location of the cash register, soda restocking, and clean-up procedures.

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. Attend any meetings called by the CEO.
3. Prepare The Smokehouse Market for customers by setting up chairs, wiping down tables, and learning how to operate the cash register. All items are 50¢.

Prices may not be changed during the day.

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

1. Serve customers in a friendly, courteous manner. Enter item prices into the cash register. Accept and put money received into the cash register.
 - a) Drinks and snacks may be ordered but must be paid for with **JA BizTown cash**. **NO** personal checks or debit cards are accepted.
 - b) Sell only **ONE** drink and/or cookie per person per visit.
 - c) Volunteers can get one drink, popcorn and cookie from the Smokehouse Market without paying but they must have a [Snack Coupon](#) to purchase.
 - d) Accept the [Snack Coupon](#) as if they were JA BizTown cash.
2. If you run out of coins, have the CEO or CFO take JA BizTown dollar bills in a **bank bag** to the **Business Window** at First Bank to exchange for coins
3. Keep The Smokehouse Market clean by wiping off all countertops and tables continually during the day. **Remind customers that all food and drink remains in the Smokehouse.**
4. During the day, take the *JA BizTown cash and snack coupons* from your cash register and give it to the CFO to be deposited.
5. At the end of day, help stack all red chairs by the brick wall, wipe down tables, and sweep the floor. Assist with the rest of business clean-up at the end of the day.
6. Recycle all clean, used paper into the **blue** recycle bin.





Congratulations on a job well done!