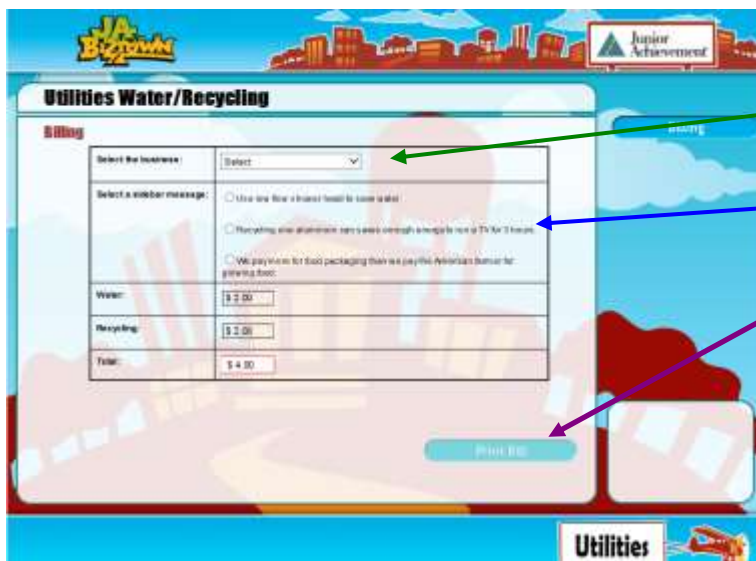


Utilities Environmental Agent

As an employee of Utilities, you supervise the recycling efforts of JA BizTown and coordinate safety audits for all JA BizTown businesses.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING

1. Remain in your business until the Opening Town Meeting to help with start-up.
2. Print water/recycling invoices for all businesses using your computer and the instructions below.



Billing	
Select the business:	Select
Select a sidebar message:	<input type="radio"/> Use less than a hand towel to save water. <input type="radio"/> Recycling one aluminum can saves enough energy to run a TV for 3 hours. <input type="radio"/> We pay extra for food packaging that we pay the business owner for general food.
Water:	\$ 2.00
Recycling:	\$ 2.00
Total:	\$ 4.00

Print Bill

Select the business to be billed. Only bill the businesses listed below.

Select a sidebar message.

Click on Print Bill.

3. Print bills for all businesses listed on the **Environmental Agent Checklist** on a clipboard on your desk.
4. Be sure to check off your work on the **Environmental Agent Checklist**.

DURING THE FIRST SET OF BREAKS (AFTER THE NATIONAL ANTHEM), COMPLETE THE FOLLOWING

1. Recycling (occurs AFTER the Opening Town Meeting)
 - Locate your cart.
 - Go to each business with your recycling cart, your **Environmental Agent Checklist** clipboard, and a pencil. You may go to businesses in any order.
 - The container should be outside of the business door. If you don't see the container, ask the CEO for the business recycling.

- Dump the container into your big bin checking to make sure there is only paper. Return the blue bin to the CEO. Put a checkmark in the correct column next to the business name on the checklist.
2. Deliver Invoices
 - Deliver the invoices prepared during Start-Up to each business using your Checklist to keep track.
 3. **Conduct the Recycling Survey** (start AFTER recycling)
 4. When you are finished with collecting recyclables from businesses, and delivering invoices, conduct a recycling survey. The Environmental Agent Recycling Survey is located on a clipboard on your desk.
 - Follow the directions at the top of the survey. Only use one sheet/day. Throughout the day, you should interview at least 20 different people.

DURING THE SECOND SET OF BREAKS), COMPLETE THE FOLLOWING

5. Finish the Recycling Survey (if you haven't)
6. Conduct Safety Audits
 - The job of Environmental Agent includes inspecting JA BizTown businesses to assure the well-being and safety of employees and customers.
 - Get the **Environmental Agent Checklist** and **Safety Audit Forms** clipboards on your desk.
 - Visit each business in JA BizTown (in any order). Let the CEO know that you are performing a safety audit.
 - Complete the **Safety Audit Form**. Explain what you found to the CEO (or another employee if the CEO is on break), and leave the form with that person.
7. Assist with the business clean-up at the end of the day.

Congratulations on a job well done!