

# BizBotics Quality Manager

Your business is responsible for producing JA BizTown tokens out of pennies using the penny press, with the help of a robot. Make sure you are familiar with your responsibilities and the safety instructions.

## 1. Meetings

Attend any meetings called by the CEO or Volunteer.

## 2. Carefully read Robot Instructional & Safety Manual

You will assist the Automation Engineer and the Production/Machine Operator when one or the other is on break today.

## 3. Quality Manager Checklist

Fill out your **Quality Manager Assessment Checklist**. You are responsible for making sure your products are of good quality.

## 4. Check the Date Worksheet

Take one roll of pennies from your supplies before they are pressed and work on the **Check the Date Worksheet**. When you are done, give the pennies to the Automation Engineer.

## 5. White Board

Keep track of the rate of production. Use the whiteboard to track the robot's **ACTUAL** run rate. Write down the number of approved units and not approved units the robot produces **per hour**. Work hard to help your business meet your production goal and make the highest quality product possible.

## 6. Penny Containers

Put pennies not approved in the container labeled "Not Approved Pennies/Tokens" in your business. Put the approved pennies in the container labeled "Approved Pennies/Tokens."

## 7. Deliver Non-Approved Pennies

- a. Count out **12** non-approved pennies from the penny jar.
- b. Put them in the container marked **Non-Approved Pennies for Town Treasures**.
- c. Take the container to the **Jewelry Manufacturer** in Town Treasures for making necklaces for the next day's school in *JA BizTown*.
- d. Once you give the pennies in the container to the Jewelry Manufacturer, **be sure to take the container back to your business.**

## 8. Penny Count & Delivery

If time permits, help your CEO with their **BizBotics Penny Count and Delivery Checklists** on their clipboard.

## 9. Clean Up

Assist with business clean up at the end of the day.