

BizTee Heat Press Operator

You are responsible for using a heat transfer machine to make T-shirts and sling bags today. You must read your instruction manual carefully. Become familiar with all the materials that will be used. You are to make high quality products today!

1. Read Blue Instruction Manual

Read your blue instruction manual and become familiar with the heat transfer steps. **Use caution when using the heat transfer machine, it is very hot!! Use the gloves provided to protect your hands.**

2. Supplies

T-shirts and sling bags will be on the back counter of your business. The sales manager will give you the color logo decals for the T-shirts when they arrive from the Distribution & Delivery Center. The black logo decals will be given to you by the BizTown Staff. Place them near your printing station.

3. Practice Heat Transferring a T-shirt & Sling Bag

- a. When time permits in the morning, practice making a T-shirt and sling bag with the JA Staff person assigned to your shop or your parent volunteer.
- b. JA Staff will come to your business to show you how to use the equipment.
- c. After the Pledge of Allegiance, you may begin the printing process of the color logo t-shirts and the black logo sling bags.
- d. The sling bags can go in your display case. The color logo T-shirts can go in containers on the floor separated by size.

4. Quality Control

Once you are done with printing each T-shirt and sling bag, do a quality control check of them with the CEO or Sales Manager.

5. Fold T-Shirts

Fold T-Shirts neatly using the T-shirt folding board. Put the T-shirts that you think should be sold as seconds in a separate pile than the nicer ones. The JA Staff person will inspect these at the end of the day.

6. Shopping Break Printing

- a. During the shopping breaks, you will be heat transferring black logo T-shirts that students want to buy with their BizTown debit card or check. This will be done on demand, as ordered, **using the black “Property of BizTown” transfer.**
- b. When you are done filling an order for a customer, give it to your Sales Manager and they will put it in a bag with the order form stapled to it.
- c. If you run out of time to heat transfer a T-shirt for a customer, you will find stock of some T-shirts in the back cabinets.

7. Assist the Sales Manager as Needed

Learn how to use the POS (point of sale) computer when the Sales Manager is on break.

8. Clean Up

All T-shirts that were **not** printed today should be placed in the plastic container that you started the day with from the Distribution & Delivery Center.