

BizTee Sales Manager

You will be selling three items today:

1. “Property of BizTown” black logo heat transfer T-shirt by using BizTown money (debit cards or check).
2. “Property of BizTown” black logo heat transfer sling bags using BizTown money (debit cards or check).
3. Souvenir T-shirt with a “JA BizTown Inspiring Tomorrows” color logo that you will be taking tickets for. These tickets will be given out by your teacher for anyone who brought \$5.00 from home to purchase one.

You are responsible for:

1. Keeping track of all the inventory in your shop.
2. Greeting and assisting customers.
3. Managing the Point of Sale (POS) computer.
4. Being friendly and courteous to customers.

The CEO will substitute for you when you are on break.

1. Logos, T-Shirts & Sling Bags

Distribution & Delivery will deliver the color T-shirt logos you will print today. Give the T-shirt logos to the Heat Press Operators. The T-shirts for the color logo will be on your back counter. The sling bags that you will need to print will be on the back counter also. **They get the black logo – a JA staff person will give you the black logos for the sling bags.**

2. Set Price

Work with the CEO and other employees to set the prices for the black logo heat transfer T-shirts and sling bags. **The suggested retail price is \$6.00 per shirt.** The black logo heat transfer T-shirts will be made on demand as a customer orders them. If your business runs out of time to heat transfer a T-shirt for a customer, you will find a stock of some in the back cabinet. **The suggested price for the sling bags is \$4.00. The suggested retail price for “Seconds” is anything above \$2.00.**

3. POS Set-Up (Point of Sale)

Read the **POS Setup and Sales Instructions** to set up the point of sale on the computer. Follow the **POS Setup and Sales Instructions** to enter sales into the computer today. You can accept debit cards or personal checks for payment. You can also set up the POS system on the CEO’s iPad. When you get busy in the afternoon another employee will be able to help you with sales.

4. Order Forms

- a. Complete an order form for black logo heat transfer T-shirts ordered.
- b. Staple the order form to a plastic bag and set it on the counter of your shop.
- c. When the shirt is ready, place it in the bag and put it in the bin inside the BizTee business door. A delivery person from Distribution & Delivery will be by to pick it up and deliver it to the customer.

5. Tally Form

- a. Keep track of the black logo heat transfer T-shirts and the sling bags on the BizTee Tally Form.
- b. The black logo T-shirts and sling bags are “scarce items”.
- c. **You are only allowed to sell 6 black logo T-shirts per shopping break (18 total) and 4 black logo sling bags per break (12 total).**

6. Tickets for Color Logo T-Shirts

- a. When students come to purchase a souvenir T-shirt with the “JA BizTown Inspiring Tomorrows” color logo, take the **ticket** from them and put it in the envelope provided. These tickets will be given to the students by your teacher.
- b. You will **NOT** put these T-shirt sales into the computer (POS system). There is no limit for selling the souvenir color logo T-shirts as long as they have a ticket.
- c. Put the sold T-shirt in a bag for the student.
- d. The Lead Teacher of your school gets a free T-shirt.

7. Fold T-Shirts

Fold the T-shirts that you have made today neatly, using the T-shirt folding board. Sort the good T-shirts by size in piles on the back counter. The JA staff person will inspect these at the end of the day.

8. Assist Employees in Your Business

Assist the Heat Press Operators today by giving them the decals they need and helping out as needed. Also, assist the CEO with the Production Goals and filling out the White Board in your business.

9. Clean Up

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