

# Distribution & Delivery Center Stock Manager

You are responsible for helping to distribute Today's Supply Containers to each business when the orders are received by the CEO on their computer. You will fill the containers for tomorrow's Distribution Center businesses and package additional reorders (given to you by the CEO) from various businesses. Work carefully and accurately.

## 1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #25**. A teacher will be at the cart if you need assistance.

## 2. Deliver Business Start-up Supplies

Everyone's help is needed because you are very busy early in the day. Deliver start-up supply orders to all businesses as they come in on the CEO computer.

- The CEO will inform you what business customer is ready for their supplies.
- Take the plastic container of business supplies from the shelves marked "**Today's Customer's Supplies**" and deliver it to the business customer.
- Continue the above procedure until all businesses have their first order of supplies delivered.

## 3. Deliver Reorders



As businesses order more supplies, the CEO will give you **Reorder Sheets** to fill. As you receive these, follow the steps to fill the reorders:

- Tap on the **PDF expert app on your iPad**. Using the green **Stock Manager Merchandise Checklist**, write the total amount of the order in the correct box.
- Get a brown packaging box from the top shelf labeled "**Packing Boxes**".
- Fill the box with the supplies ordered.
- Place the **Supplies Order Form** on top of the ordered supplies in the brown packaging box. Fold down the lids.
- Complete a **package label** from the plastic bin on the table.
- Place the package label in the plastic sleeve on the box.
- Weigh the box on the scale and complete the **Shipping Log**.
- Give the packed box to the Package Handler for delivery.
- Using the **Stock Manager Merchandise Checklist on your iPad**, put a check mark once the order has been delivered.
- NOTE: Beverages should be put into the crates provided by the refrigerator and do NOT need to be weighed.



## 4. Prepare Tomorrow's Orders

Ask the Distribution & Delivery Center CEO for **Tomorrow's Order Sheets** that they printed. You will need the Order Sheets as you pack supplies for tomorrow's businesses.

Fill an empty supply container for each business with the items listed on the printed **Order Sheet**. Carefully do the following:

- a) Locate supplies on the shelves labeled “**Distribution & Delivery Center Supplies**”.
- b) Count and pack the correct number of supplies into the business supply container.
- c) Place any forms in the envelopes provided in the container.
- d) As you put an item in the container, place a check mark beside the item on the **Inventory Sheet**.
- e) Finally, place the **Order Sheet** into the container and store the container on the “**Customer’s Supplies**” shelves ready to be distributed tomorrow.

## 5. Park Bench Pick-Up

When the Construction Company comes to pick up and drop off the bench that they are disassembling and assembling for the day, please give it to them along with the yellow parts box. It is stored in the corner of your business by the supply shelves.

## 6. Final Inventory Form



During the Yellow Shopping Break, complete the pink **Final Inventory Form that is on your iPad**. This is under the red PDF Expert app on your iPad.

## 7. Deliver Plastic Shopping Bags

During the final **GREEN afternoon shopping break**, visit each business and give the CEO enough shopping bags for the employees in that business. Ask the CEO to give one shopping bag to each employee to take home their JA BizTown purchases. **If you do not explain the reason for the bags, the CEO will not know what to do with them.**

## 8. Beverage Re-Stock

Assist the Restaurant Beverage Manager with the items they need to re-stock the beverage cooler. There is **NO** charge for these items.

## 9. Clear Forms



Follow the directions on the next page to **clear forms in the PDF Expert app on the iPad**. Take your iPad and give it to the teacher stationed at the iPad carts.

## 10. Clean Up

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