

Graphics Shop Sales Manager

You are responsible for delivering the completed sign design to the businesses, greeting and assisting customers, and updating the POS computer. The graphics shop only accepts checks for payment. Remember to always be friendly and courteous to customers.

1. Collect Sign Designs from CEOs

After the Pledge of Allegiance, go to each business and ask the CEO for their sign design paperwork. Give the sign designs to the Graphic Designers or place them in the Signs to be Made bin on the art table.

2. Assist Graphic Designers as Needed

3. Meet with the CEO

- a) Match the start-up order merchandise in the bin with the items listed on the start-up supplies inventory sheet. If merchandise is missing notify the Distribution & Delivery Center.
- b) Work with the CEO and the other Sales Manager(s) to set prices for the merchandise that will be sold in the Graphics Shop today (souvenir photos and 3D poster & glasses).
- c) The suggested retail price for the photos is \$4.00. The 3D posters and glasses are sold as a set and the suggested retail price is also \$4.00.

4. POS Setup (Point of Sale)

Follow the POS Setup and Sales Instructions to set up the POS computer.

5. Deliver the Sign Designs

As the Designers finish the signs, **deliver the signs to the businesses with the original sign design paper that was brought from school.**

- a) Hang the sign on the 2 hooks on the wall in front of the business.
- b) If the “For Rent” sign is still hanging on the hooks, put the sign on the floor under the “For Rent” sign. When the Property Manager removes the “For Rent” sign they will hang up the sign for you.
- c) As you deliver each sign, check it off on the Sales Manager’s checklist.
- d) Give the original sign design paperwork to the business CEO to keep.

6. Sales

Set up your sales area. Display products attractively and be sure prices are clearly marked with a price tag.

- a) Assist customers as they come in to purchase items.
- b) Stay with your customers until they purchase their items or leave your business.
- c) Complete an Order Form for photos ordered.
- d) Follow the **POS SETUP AND SALES INSTRUCTIONS**, to enter sales into the computer.

- e) **Keep track of the Photo Sales on the “Photo Sales Tally Form”. Only sell 8 pictures per break.**
- f) Accept personal checks ONLY as payment for merchandise from customers. Be sure to give all checks to the CFO so that they can be electronically deposited to the bank.
- g) Use the file bins on the counter that say Photos Ordered, Photos to be Delivered and Delivered orders to help stay organized.

7. Clean Up

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