

# Lab Works Manufacturing Manager

You are responsible for producing products that will be manufactured, assembled, and sold to citizens in JA BizTown. A quality product is important. Remember to stay on task to assure that products are completed in a timely manner.

## 1. Review Directions of Products to Manufacture

Review the descriptions of the products you will be producing today. Your most important responsibility today is to create quality products for your business customers. See the **Slime Directions and Hand Sanitizer Directions on the counter** for instructions.

## 2. Make Products to Sell

Follow directions carefully and begin making the slime and hand sanitizer. If the Agricultural Manager in the Restaurant brings you lavender flower today, place small pieces of it into the hand sanitizer bottles. This may or may not be available.

## 3. Assist Customers with Sales



Throughout the day, you will also assist customers as they come in to purchase items.

- a. Follow the **POS SETUP AND SALES INSTRUCTIONS** to enter sales into the iPad.
- b. Your business accepts checks and debit cards. It is very important that this is done correctly.
- c. Any checks received should be given to the CFO to electronically deposit to the Bank throughout the day.
- d. Stay with your customers until they purchase their item(s) or leave your business.

## 4. Clean Up

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