

Restaurant Sales Manager

You are responsible for taking orders, receiving payments and serving food in the Restaurant. Become familiar with the location of the cash box, health rules and clean up procedures.

1. Meet with the CEO to Order Additional Items

Meet with the CEO and discuss the additional items the Restaurant will need to order from the Distribution & Delivery Center.

- a. Review the **Merchandise Catalogue** and begin to decide what additional items the Restaurant will need. Follow the directions in the front of the Merchandise Catalogue.
- b. Have the CFO place the reorder to the Distribution & Delivery Center on their iPad.
- c. A Package Handler from the Distribution & Delivery Center will deliver the items to you once they have been packaged.

2. Take Down Chairs

- a. Prepare the Restaurant for the customers by taking down the chairs from each table. There should be five chairs per table.
- b. Wipe down the tables and chairs by spraying a small amount of cleaning liquid and drying the table thoroughly.

3. Serving Customers

Be sure to serve customers in a friendly, courteous manner.

- a) Drinks, popcorn, and snack items must be paid for with **JA BizTown cash only**.
- b) **No personal checks or Debit cards will be accepted.**
- c) Adults have an open charge account in the Restaurant. Be sure to mark the **Adult Charge Sheet** (Blue sheet) for each item purchased by an adult.

4. Give Cash & Adult Charge Sheet to CFO

At the end of each lunch break, take the JA BizTown **cash** from the money box and give the **cash** and the **Adult Charge Sheet** to the CFO to be deposited.

5. Shopping Breaks

Only water will be sold during the afternoon shopping breaks. Restock and clip chip/snack bags to snack rack, these are under the counter in the Restaurant area.

6. Clean Up

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

- a. Put the chairs back up on the tables.
- b. There should be 4 chairs on top of each table.