

Town Treasures Sales Manager

You are responsible for greeting and assisting customers and accepting checks for items purchased at your business. Remember to always be friendly and courteous to customers. This is a very important job, as your business relies completely on retail sales to pay off the business loan.

1. Meet with the CEO about Orders

- a. After you have received the start up order of your business' items, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items.
- b. Begin setting prices for your scarce products. Use the "Suggested Retail Prices" on the **Inventory Sheet** as your guide. Remember, these items cannot be reordered.
- c. After you receive your supply reorder, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items and begin setting prices. No item sells for under \$2.00. Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.

2. POS Setup (Point of Sale)

- a. Work with the CEO and the **POS Setup and Sales Instructions** to setup the Point of Sale on the CEO's iPad.
- b. Begin setting prices for your scarce products. Use the **Suggested Retail Prices** on the Inventory Sheet as your guide and remember, these items cannot be reordered.
- c. Set prices for the items that were ordered from the Merchandise Catalog. Use the **Suggested Retail Price** in the catalog.

3. Set up Sales Display

Price the items for sale with the price tags and place them neatly on your display counter.

4. Assist Customers

Assist customers as they come in to purchase items.

- a. Stay with your customers until they purchase their item. Show them where they can locate items for sale and answer any questions.
- b. Town Treasures will accept **ONLY CHECKS** for purchases.
- c. Each sale **MUST** go into the POS computer when the customer is in front of you. Checks go to the CFO to deposit electronically.

5. Clean Up

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