

Restaurant

Business Overview



A food service business that offers popcorn, cookies and pop for purchase to the *JA BizTown* citizens.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Signs all business payroll checks. 3. Oversees business operations and makes business decisions. 4. Signs Insurance Policy and Rental Agreement. 5. Completes the Business Improvement Plan. 6. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Makes business expense payments. 5. Makes business deposits and tracks loan payoff progress. 6. Create sales projections for store.
<p style="text-align: center;">BEVERAGE TEAM MEMBER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Maintains a clean work environment. 3. Monitors beverage supply inventory and works with General Manager if reorders are necessary. 4. Assists and substitutes for Shift Leader as needed. 	<p style="text-align: center;">FOOD TEAM MEMBER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Maintains a clean work environment. 3. Prepares food (popcorn/cookies) items for sale. 4. Monitors food supply inventory and works with General Manager if reorders are necessary. 5. Assists and substitutes for Shift Leader as needed.
<p style="text-align: center;">SHIFT LEADER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Prepares lunch area, sets up chairs, tables, cleans area, etc. 3. Maintains a clean work environment. 4. Takes customer orders, receives payment, and delivers food and/or beverage items to customers. 5. Forwards collected cash payments to CFO for deposit. 	<p style="text-align: center;">STORE GENERAL MANAGER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Wipes tables and chairs, sweeps floor, and empties trash bins in restaurant. 3. Talks with customers to be sure they are satisfied with the service. 4. Handles any spill or cleanliness issues in customer eating areas. 5. Works with employees to reorder additional inventory, if needed.