

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all payroll and business expense checks. 4. Makes business operational decisions. 5. Prepares and gives speech at Opening Town Meeting. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available.
<p style="text-align: center;">FOOD MANAGER</p> <ol style="list-style-type: none"> 1. Sets up baking equipment. 2. Follows all instructions for baking cookies. 3. Organizes food items for sale. 4. Keeps equipment, work areas, table tops & floors clean. 5. Assists Sales Manager as needed. 	<p style="text-align: center;">BEVERAGE MANAGER</p> <ol style="list-style-type: none"> 1. Checks beverage equipment. 2. Fills customer's order for beverages. 3. Monitors beverage supply inventory. 4. Keeps equipment, work areas, table tops & floors clean. 5. Assists Sales Manager as needed.

<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Prepares lunch area (sets up chairs & tables. Sets out napkins, price signs, etc.) 2. Checks inventory of products delivered by the supply center. 3. Takes customer orders, receives cash payments. 4. Gives CFO cash after each break. 5. Keeps equipment, work areas, table tops & floors clean. 6. Assists with other duties as needed.

Bank of Oklahoma

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Processes all business Loans. Applications and Promissory Notes. 2. Prepares and gives speech at Closing Town Meeting. 3. Signs all payroll and business expense checks. 4. Signs Rental Agreement for business space. 5. Records all business deposits. 6. Writes business checks if CFO is not available. 7. Assists with business operations as needed. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Enters employee payroll information into computer. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Signs business checks if CEO is not available. 6. Deposits all customers' savings checks. 7. Assists with other business duties when employees are on break, if available.
<p style="text-align: center;">TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they open personal checking accounts. 2. Processes paychecks and accepts personal deposits. 3. Disburses maximum of \$2 cash per pay period to customers. 4. Distributes bank bags to CFO's in each business. 5. Assists with other business duties as needed. 	<p style="text-align: center;">ACCOUNT MANAGER</p> <ol style="list-style-type: none"> 1. Prepares cash drawers for each Teller. 2. Prepares \$50.00 Cash-Out Ticket for each Teller to sign. 3. Responsible for tracking cash & coins in bank safe. 4. Files business checks and paperwork received from CEO. 5. Assists with Teller duties as needed.

<p style="text-align: center;">SAVINGS OFFICER</p> <ol style="list-style-type: none"> 1. Greets customers as they open a personal savings account. 2. Collects any outstanding savings account checks not received during Morning Break. 3. Provides customers with a Certificate of Savings. 4. Distributes JA BizTown dollar to each volunteer & teacher. 5. Delivers processed Loan Agreements to businesses for CEOs signature. 6. Prepares savings report for Closing Town Meeting. 7. Assists Tellers as necessary.

Cancer Treatment Centers of America

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs all business documents. 3. Prepares & delivers invoices to each business for health insurance. 4. Signs all payroll and business expense checks. 5. Tracks and collects all payments for health insurance. 6. Prepares and gives speech at the Opening Town Meeting. 7. Assists with other business duties as needed. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at the bank. 6. Signs business checks if CEO is not available. 7. Assists with other duties as needed.
<p style="text-align: center;">LPN (Licensed Practical Nurse)</p> <ol style="list-style-type: none"> 1. Conducts wellness assessment including client's height, weight, blood pressure & temperature. 2. Becomes familiar with health surveys and other related items. 3. Keeps track of clients who receive their health assessment. 4. Learns to operate the POS (Point of Sale) computer. 5. Promotes sales of business products. 6. Assists Physical Therapist as needed. 	<p style="text-align: center;">PHYSICAL THERAPIST</p> <ol style="list-style-type: none"> 1. Becomes familiar with fitness equipment & all related items. 2. Instruct clients on use of exercise bike. 3. Offers 1 minute back massages. 4. Makes sure clients complete a "Healthy Habits" survey. 5. Learns to operate POS (Point of Sales) computer. 6. Assists customers with sales and accepts payments. 7. Assists LPN as needed.

Cherokee Phoenix

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all payroll and business expense checks. 4. Prepares and gives speech at Opening Town Meeting. 5. Writes an Editorial article for the newspaper. 6. Assists with all business duties when employees are on break. 7. Works with Editor on newspaper layout design 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Signs business checks if CEO is not available. 5. Keeps all records of business expenses and payments. 6. Makes business deposits at the bank. 7. Assists in other daily operations as needed.
<p style="text-align: center;">EDITOR</p> <ol style="list-style-type: none"> 1. Prints invoices for newspaper ads and gives to Ad Executive. 2. Oversees the layout of the advertisements, articles, comics, etc. for each page of the newspaper. 3. Proofreads & helps type articles and advertisements. 4. Writes a response to "Letters to the Editor" 5. Assists in other duties as needed. 	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none"> 1. Conducts interviews with citizens to be published in the newspaper. 2. Learns how to use the newspaper computer software. 3. Writes news articles and stories. 4. Types articles & stories into newspaper template for publication. 5. Assists in selling the newspaper.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects advertisements from each <i>JA BizTown</i> business. 2. Types advertisements into the newspaper computer template. 3. Delivers invoices and collects advertising payment from each business. 4. Gives all payments collected to CFO. 5. Assists in selling the newspaper. 	<p style="text-align: center;">PHOTOGRAPHER</p> <ol style="list-style-type: none"> 1. Takes photographs of <i>JA BizTown</i> officials, citizens, etc. 2. Visits each business and photographs the employees. 3. Places pictures into the newspaper template. 4. Creates headline and captions for each picture. 5. Takes pictures for school's picture CD.

MAYOR

1. Obtains bank loan.
2. Prepares and gives speeches at both Opening & Closing Town Meetings.
3. Signs all payroll and business expense checks.
4. Sets up the JA BizTown voting computer.
5. Writes business checks if City Treasurer not available.
6. Follows guidelines to select Quality Business and Citizens of the Day.
7. Supervises employees and business operations.

CITY TREASURER

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Prints and distributes business expense checks.
4. Keeps track of all business expenses and payments.
5. Makes business deposits at bank.
6. Signs business checks if Mayor is not available.

ENVIRONMENTAL AGENT

1. Maintains recycling bins for each business throughout the day.
2. Conducts recycling survey with JA BizTown citizens.
3. Performs Safety Audit in each business.
4. Reports safety audit results (areas of improvement) to business CEOs.
5. Provides Energy Conservation information to each business CEO.

CITY AUDITOR

1. Completes 501(c)3 Application for the Non-Profit Director.
2. Takes a census count in each business.
3. Prints Payroll Tax Report.
4. Prepares business property & payroll tax invoices.
5. Collects & tracks all tax payments.
6. Gives all tax payments to the City Treasurer for deposit.
7. Prepares financial activity reports for various businesses.

UTILITY AGENT

1. Records meter serial numbers imprinted on each business meter.
2. Completes a Utility Application for each business.
3. Reads all utility meters and records usage twice throughout the day.
4. Prepares utility invoices.
5. Delivers utility bills & collects all utility payments.
6. Completes a graph of electricity usage for each business to present at the end of the day.

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Prepares and reads speech at Opening Town Meeting. 3. Supervises employees and oversees business operations. 4. Signs all payroll and business expense checks. 5. Writes editorial, and reads it on air. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at the bank. 6. Signs business checks if CEO is not available. 7. Assist in other operations of business as needed.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects both the Radio & TV ads from each <i>JA BizTown</i> business. 2. Prepares & delivers all invoices for Radio & TV ads. 3. Collects & gives payments to CFO. 4. Reviews and edits Radio ads to be read on the air. 5. Learns to operate the POS (Point of Sales) computer. 6. Gives Radio ads to the DJ for scheduling and reading on-the-air. 	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none"> 1. Interviews <i>JA BizTown</i> citizens for news stories. 2. Writes news stories using Reporter Guidelines. 3. Works in close partnership with the DJ to read news reports on the air. 4. Forwards news flashes and articles to CEO for review/approval. 5. Assist Ad Executive as necessary.
<p style="text-align: center;">NEWS ANCHOR</p> <ol style="list-style-type: none"> 1. Learns safe and correct operation of camera equipment to assist Cameraman. 2. Prepares opening introduction for recording. 3. Schedules air time with CEO's for TV ads. 4. Conducts interviews with <i>JA BizTown</i> citizens. 5. Works with Ad Executive and Reporter to videotape news articles. 	<p style="text-align: center;">CAMERAMAN</p> <ol style="list-style-type: none"> 1. Learns safe and correct operation of camera equipment. 2. Reads and understands processes for effective video taping. 3. Tapes studio interviews. 4. Tapes Town Meetings and other footage. 5. Works in close partnership with the News Anchor and Reporter.
<p style="text-align: center;">DJ (Disc Jockey)</p> <ol style="list-style-type: none"> 1. Learns to operate sound equipment. 2. Creates music "Play List" to air. 3. Works with Reporter to air news 4. Promotes sales of "Song Requests". 5. Reviews & reads clearly all ads, and other promotions during airtime. 	

HollyFrontier

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll and business expense checks. 5. Prepares and gives speech at Town Meeting. 6. Works with employees to determine pricing of products. 7. Assists with all business duties when employees are on break. 8. Fills in for CFO when necessary. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available. 7. Assists, as needed, in successful operation of business.
<p style="text-align: center;">CRAFTSMAN</p> <ol style="list-style-type: none"> 1. Identifies parts of the refinery set. 2. Turns on & shuts off various valves to observe water flow. 3. Records all observations. 4. Assembles 3 pipe fitting projects according to drawings. 5. Takes completed project sheet to JA staff for payment. 6. All payments are given to CFO to deposit. 7. Assist with product sales as needed. 8. Learns to operate the POS (Point of Sale) computer. 	<p style="text-align: center;">OPERATOR</p> <ol style="list-style-type: none"> 1. Checks inventory of products received from Supply Shop. 2. Complete Pricing Worksheet. 3. Sets up sales display area. 4. Reads and follows instructions to make candles for sale. 5. Greets customers & assists them with sales. 6. Completes "Snap Circuit" board projects. 7. Learns to operate the (POS) point of sales computer and accepts payment for purchased items.

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll and business expense checks. 5. Prepares and gives speech at Opening Town Meeting. 6. Works with employees to determine pricing of products. 7. Assists with all business duties when employees are on break. 8. Fills in for CFO when necessary. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available. 7. Assists your team as necessary.
<p style="text-align: center;">RESEARCH TECHNICIAN</p> <ol style="list-style-type: none"> 1. Analyze and record experiment outcomes as directed. 2. Read and carefully follow directions to produce Slime for customer sales. 3. Keep work area neat & clean. 4. Create a "Marble Run". 5. Complete "Snap Circuit" projects. 6. Learn to operate the POS (Point of Sales) computer. 7. Assist Sales Manager as needed. 	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Checks inventory when supply bin is received. 2. Completes Pricing Worksheet to determine profitability. 3. Learns to operate the POS (Point of Sales) computer. 4. Greets customers & assists them with sales. 5. Gives all payments to CFO to deposit in the bank. 6. Work on team projects as time allows.

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> Obtains bank loan. Signs Rental Agreement for business space. Supervises employees and oversees business operations. Signs all payroll and business expense checks. Prepares and gives speech at the Opening Town Meeting. Reviews pipeline measurements. Make sure all gas utility payments have been collected & deposited. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> Inputs employee payroll information. Prints and distributes employee payroll checks. Prints and distributes business expense checks. Keeps all records of business expenses and payments. Makes business deposits at Bank. Signs business checks if CEO is not available. Assists with other business operations as necessary
<p style="text-align: center;">ESH Coordinator (Environmental, Safety & Health)</p> <ol style="list-style-type: none"> Conduct "Energy Survey" with JA BizTown citizens and teachers. Monitor & record the air quality and sound levels in all shops. Create a graph displaying findings of sound levels. Demonstrates ability to locate hidden gas dangers using an online activity. Complete "Snap Circuit" board projects. 	<p style="text-align: center;">Service Technician</p> <ol style="list-style-type: none"> Read gas meters in each business. Calculate gas bill for each shop Print & deliver invoices. Collect all payments & give them to the CFO to deposit. Complete Gas Utility Permits for each business. Complete online gas-related activities as time allows. Assist your team when necessary.

<p style="text-align: center;">Pipeline Engineer</p> <ol style="list-style-type: none"> Reads blueprints to determine pipeline sites in JA BizTown. Constructs pipeline & fittings based on blueprints. Measures & calculates cost of laying pipeline for each site. Takes proper safety measures when laying pipeline. Pickup & properly store all pipeline & fittings at the end of the day. Assists with other duties as needed.
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Professional Offices

Job Descriptions

<p style="text-align: center;">ATTORNEY</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Prepares & distributes Business Licenses. 3. Signs all payroll and business expense checks. 4. Prepares and gives speech at the Closing Town Meeting. 5. Reviews legal documents (Loan Agreements, Rental Agreements, Bank Charter, Non-profit Charter) 6. Investigates criminal case(s) and prepares case results and recommendations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if Attorney is not available. 7. Assists in other daily operations of business.
<p style="text-align: center;">FINANCIAL ADVISOR</p> <ol style="list-style-type: none"> 1. Becomes familiar with stock market terms such as "shareholder", "bull market", "stock symbol", etc. 2. Completes an online stock market activity. 3. Gives a speech at the Opening Town Meeting. 4. Advises customers on how the stock market operates. 5. Assists customers with selecting a public stock and completing a stock portfolio. 6. Gives BOK Certificates of Savings received to CFO for deposit. 7. Tracks various stocks throughout the day on gains or losses. 	<p style="text-align: center;">INSURANCE AGENT</p> <ol style="list-style-type: none"> 1. Writes and calculates Insurance Policies for each business. 2. Delivers insurance policies to each business. 3. Invoices businesses for Insurance Policies. 4. Tracks and collects invoice payments. 5. Gives all payments to CFO to deposit. 6. Processes business Insurance Claim Form. 7. Completes the Claim Settlement letter and delivers to customer for signature.

<p>PROPERTY MANAGER</p> <ol style="list-style-type: none"> 1. Completes & delivers Rental/Lease Agreements for each business. 2. Prepares all Property Rental invoices. 3. Completes Property Appraisal for each business. 4. Measures and calculates square footage of each business. 5. Collects all payments for property rental. 6. Gives all rental checks to CFO for deposit.
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Reasor's Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll and business expense checks. 5. Prepares and gives speech at Opening Town Meeting. 6. Works with employees to determine pricing of products. 7. Assists with all business duties when employees are on break. 8. Fills in for CFO when necessary. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available. 7. Assist in operation of business as needed.
<p style="text-align: center;">PRODUCT MANAGER</p> <ol style="list-style-type: none"> 1. Records nutritional value of various products on Reasor's store shelves. 2. Creates quality products according to directions to sell to customers. 3. Invites customers to take the "Smart Shopper" survey. 4. Greets & assists customers in a friendly manner. 5. Learns to operate the POS (Point of Sales) computer. 6. Keep Reasor's shelves clean and products arranged in an orderly manner. 7. Assists Sales Manager with sales as needed. 	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Checks inventory of products received from the supply center. 2. Completes Pricing Worksheet to determine profit outcome. 3. Arranges products in sales display case according to instructions. 4. Learns to operate the POS (Point of Sales) computer and accepts payment for purchased items. 5. Follows instructions on processing Debit Card transactions. 6. Greets customers & assists them with sales. 7. Gives all payments to CFO to deposit in the bank.

Job Descriptions

CEO

1. Obtains bank loan.
2. Signs Rental Agreement for business space.
3. Signs all payroll and business expense checks.
4. Prints Supply Center Inventory Sheets.
5. Prepares and gives speech at the Opening Town Meeting.
6. Prints invoices for business supplies.
7. Assists with all business duties when employees are on break.
8. Works with employees to assure correct packing of supplies.

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Prints and distributes business expense checks.
4. Keeps all records of business expenses and payments.
5. Makes business deposits at Bank.
6. Signs business checks if CEO is not available.
7. Assists in other daily operations of the business as necessary.

CARRIER

1. Collects mail from the central mail box.
2. Sorts and processes all mail according to directions in job folder.
3. Delivers processed mail to individuals at their place of business in *JA BizTown*.
4. Sets up the kiosk to sell "Candy Grams".
5. Gives all cash or checks from sale of "Candy Grams" to CFO to deposit.
6. Greet all customers in a friendly manner.
7. Delivers Candy Grams as required.
8. Processes any "undeliverable mail".
9. Assists Supply Manager as needed.

SUPPLY MANAGER

1. Delivers supply bins to each business.
2. Delivers invoices and collects payments from each business for supplies.
3. Give all checks to CFO to deposit.
4. Packs customers supply bins for next day's business operations.
5. Delivers shopping bags to each business.
6. Takes inventory of all stock items.
7. Assists with "Candy Gram" sales.
8. Provides businesses with office supplies as needed.

Schusterman Center

Job Descriptions

Non-Profit Director

1. Obtains bank loan.
2. Reads about the six charitable organizations for BizTown citizens to support.
3. Signs all payroll and business expense checks.
4. Prepares and gives speech at both Opening & Closing Town Meeting.
5. Collects Philanthropy Pledges and donations from each business.
6. Completes a Grant Application.
7. Signs all "Volunteer Appreciation Certificates".
8. Writes a "Thank You" note to sponsors.
9. Fills in for CFO when necessary.

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Prints and distributes business expense checks.
4. Keeps all records of business expenses and payments.
5. Makes business deposits at Bank.
6. Signs business checks if CEO is not available.
7. Assists in other duties as necessary.

Program Coordinator

1. Prints, delivers & collects payment of invoices for each business for their Philanthropy pledge.
2. Sets up the Philanthropy Wheel & assists customers when they make personal donations.
3. Checks inventory when product bin is received & arranges merchandise in display case.
4. Greets & assists customers with sales.
5. Learns to use the Point of Sales Computer.
6. Follows instructions for processing debit card purchases.
7. Completes & distributes "Volunteer Appreciation Certificates" to all volunteers.
8. Counts money from all donations received. Gives total amount collected to Non-Profit Director at the end of the day.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all payroll and business expense checks. 5. Prepares and gives speech at Opening Town Meeting. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available. 7. Assists, as needed, in operation of business.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects Web Page ads from each <i>JA BizTown</i> business. 2. Prints & delivers invoices to each business. Responsible for collecting all payments. 3. Gives all collected ad payments to CFO to deposit at the bank. 4. Assists Web Designers & Sales Manager as necessary. 5. Learns to operate student ID equipment and assist with taking photo IDs as needed. 	<p style="text-align: center;">WEB DESIGNER</p> <ol style="list-style-type: none"> 1. Learns operation of computer program for business and personal web pages. 2. Edit web page ads as necessary. 3. Inputs web page information into web page templates. 4. Verifies the spelling and accuracy of the web page templates. 5. Assures business web page information is complete. 6. Prints all business and personal web pages. 7. Assists in delivering completed web pages to each business.

<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Learns to operate the Student ID equipment. Point of Sales (POS) computer. 2. Promotes sales of personal web page & student ID cards. 3. Learns to operate the Point of Sales (POS) computer. 4. Greets customers in a friendly manner and assists with customer orders. 5. Gives personal web page requests to Web Designer for development. 6. Accepts sales payments. Give all checks to CFO to deposit in the bank.
