

Restaurant

Business Overview



A food service business that offers popcorn 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. Opens Utility Account. 5. Works with employees to reorder additional inventory, if needed. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Business Improvement Plan. 8. 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. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Makes business loan payments and tracks loan payoff progress.
<p style="text-align: center;">BEVERAGE MANAGER</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. Fulfills customer beverage orders. 4. Monitors beverage supply inventory and works with CEO if reorders are necessary. 5. Assists and substitutes for Cashier or Food Manager, as needed. 	<p style="text-align: center;">CASHIER</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 menu for display. 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;">FLOOR 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 ensure customer satisfaction. 4. Handles any spills or cleanliness issues in customer eating areas. 	<p style="text-align: center;">FOOD MANAGER</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) items for sale. 4. Fulfills customer food orders. 5. Monitors food supply inventory and works with CEO if reorders are necessary. 6. Assists and substitutes for Cashier or Beverage Manager, as needed.
<p style="text-align: center;">HEALTH INSPECTOR</p> <ol style="list-style-type: none"> 1. Works with the Food Manager to ensure the restaurant maintains a clean work environment. 2. Provides training to restaurant staff on proper handwashing procedure. 3. Visits each business to ensure hand sanitizer is available to citizens who visit. 	