

# Supply Center

## Business Overview



The sole distributor of business materials to all *JA BizTown* businesses. It's the only wholesale business.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Opens Utility Account.</li> <li>5. Signs Insurance Policy and Rental Agreement.</li> <li>6. Prepares and sends initial Supply invoices.</li> <li>7. Completes the Business Improvement Plan.</li> <li>8. Participates (or Leads) in a team LEAN challenge.</li> <li>9. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Submits online request for business loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Processes business payroll.</li> <li>4. Prepares direct deposit enrollment paperwork.</li> <li>5. Completes Loan Promissory Note.</li> <li>6. Makes business expense payments.</li> <li>7. Makes business loan payments and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>CONTINUOUS IMPROVEMENT MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Performs quality audits of filled orders to verify part numbers, quantities, and product condition.</li> <li>2. Inventories each JA BizTown business for necessary supplies.</li> <li>3. Replenishes each business with needed office supply items.</li> <li>4. Follows written procedure for unsharpened pencils.</li> <li>5. Maintains an organized work environment.</li> <li>6. Leads team in a LEAN challenge.</li> <li>7. Assists team, as needed.</li> </ol>	<p style="text-align: center;"><b>CUSTODIAN</b></p> <ol style="list-style-type: none"> <li>1. Responsible for the overall cleanliness of JA BizTown.</li> <li>2. Visits each business to collect any trash or recycling throughout the day.</li> </ol>
<p style="text-align: center;"><b>CUSTOMER SUCCESS ASSOCIATE</b></p> <ol style="list-style-type: none"> <li>1. Double-checks all supply orders being prepared for tomorrow.</li> <li>2. Works with other businesses to help with facilitate supply reorders.</li> <li>3. Sends supply reorder invoices.</li> <li>4. Provides excellent customer service.</li> <li>5. Completes a customer satisfaction survey.</li> <li>6. Participates in a team LEAN challenge.</li> <li>7. Assists team, as needed.</li> </ol>	<p style="text-align: center;"><b>DELIVERY &amp; LOGISTICS ASSOCIATE</b></p> <ol style="list-style-type: none"> <li>1. Delivers initial supply orders and reorders to each <i>JA BizTown</i> business.</li> <li>2. Processes and delivers friendly letters.</li> <li>3. Provides excellent service.</li> <li>4. Maintains an organized work environment.</li> <li>5. Participates in a team LEAN challenge.</li> <li>6. Assists team, as needed.</li> </ol>
<p style="text-align: center;"><b>ORDER SELECTOR</b></p> <ol style="list-style-type: none"> <li>1. Receives and processes customer orders and requests for products.</li> <li>2. Works closely with Delivery &amp; Logistics Associate to ensure orders are delivered in a timely fashion.</li> <li>3. Maintains an organized work environment.</li> <li>4. Ensures supplies are purchased by businesses only.</li> <li>5. Assists Delivery &amp; Logistics Associate when he/she is on break.</li> <li>6. Stocks business supply bins for next day's business operations.</li> <li>7. Follows procedures for filling supply reorders.</li> <li>8. Participates in a team LEAN challenge.</li> </ol>	