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| <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 business payroll and expense checks. 4. Makes business operational decisions. 5. Prepares and gives speech at 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 and submits business loan to the bank. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Signs payroll checks if CEO is not available. 5. Pays online bills sent to business. 6. Keeps all records of business expenses and payment. 7. Makes business deposits to Bank. |
| <p style="text-align: center;">FOOD MANAGER</p> <ol style="list-style-type: none"> 1. Sets up equipment. 2. Organizes food items for sale. 3. Keeps equipment and work areas clean. 4. Monitors food supply inventory. 5. Assists and substitutes for Sales Managers as needed. | <p style="text-align: center;">BEVERAGE MANAGER</p> <ol style="list-style-type: none"> 1. Sets up equipment. 2. Prepares beverage for sale. 3. Monitors beverage supply inventory. 4. Keeps equipment and work areas clean. 5. Assists and substitutes for Sales Managers as needed. |
| <p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Takes customer orders, receives payment, and delivers food/beverage items to customers. 2. Operates the Point of Sale System (POS) iPad. 3. Keeps equipment and work areas clean. 4. Prepares lunch area (sets up chairs, tables, etc.). | |