

<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 business payroll and 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.
<p style="text-align: center;">PRODUCTION SCIENTIST</p> <ol style="list-style-type: none"> 1. Reads and reviews descriptions of products to be produced. 2. Purchases supplies from the Supply and Delivery Center. 3. Sets up materials for discovery experiments. 4. Conducts experiments by engaging in scientific process. 5. Paces work to meet production goals. 6. Produces quality products and creates unique hands-on experiences. 	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to set prices of products and experiences. 2. Sets up cashier area. 3. Prepares advertising flyers and posters. 4. Delivers ordered items to customers, if necessary. 5. Greets customers & assists them with sales and experiments. 6. Accepts payment for purchased items and experiments. 7. Forwards payments to CFO.
<p style="text-align: center;">METEOROLOGIST</p> <ol style="list-style-type: none"> 1. Reads and reviews descriptions weather related terms. 2. Conducts a series of weather experiments. 3. Takes and records weather measurements. 4. Prepares and completes an on-air weather report for JABT Radio. 5. Prepares and completes a weather report for the Newspaper. 	