



Alaska

Function: Retail/Vacation Incentive Program for each Business

#	Job Title	Primary Job Functions
1	General Manager	<ul style="list-style-type: none"> • Obtains OnPoint business loan • Signs Rental Agreement for business space • Supervises employees and oversees business operations • Signs business payroll and expense checks • Prepares and gives speech at Opening Town meeting using template found in Simulation Guide* • Records Radio ad using classroom-completed BizPrep form* • Completes Employee Vacation Incentive Certificates • Assists with business duties when employees are on break
1-2	Controller	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Computes and prints employee vacation incentive bills • Keeps records of business expenses and payments • Makes business deposits at OnPoint • Signs business checks if General Manager is not available
1-2	Customer Service Agent	<ul style="list-style-type: none"> • Drops off employee vacation incentive Bills to all businesses in JA BizTown • Operates the point of sales computer when selling Flight Experiences • Prepares sales area with product display • Greets customers and assists them with sales • Accepts payments for sale of products • Encourages enrollment of Alaska Loyalty Program and presents prize to all who sign up
0-2	Flight Attendant	<ul style="list-style-type: none"> • Purchases business supplies at The UPS Store • Sets up Flight area and helps with product display • Manages flight experience with customers • Gives flight takeoff and landing speech using template found in Simulation Guide • Cleans up after each flight experience and resets for next group

Staffing: minimum 3; maximum 7

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Chick-fil-A

Function: Lunch / Snacks / Drinks

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains Umpqua Bank loan • Signs Rental Agreement for business space • Places orders for business sign & advertising • Records Radio ad using classroom-completed BizPrep form* • Supervises employees and oversees business operations • Signs all business payroll and expense checks • Prepares and gives speech at Opening Town meeting using template found in Simulation Guide* • Assists with business duties when employees are on break
1-2	CFO	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at Umpqua Bank • Signs business checks if CEO is not available
1-2	Food Manager	<ul style="list-style-type: none"> • Sets up equipment and organizes food items for sale • Helps keep equipment and work areas clean • Monitors food supplies inventory • Assists and substitutes for Sales Managers as needed
1-2	Beverage Manager	<ul style="list-style-type: none"> • Sets up equipment • Assures correct beverages are available and ready for sale • Monitors beverage supplies inventory • Helps keep equipment and work areas clean • Assists and substitutes for Sales Managers as needed
0-2	Sales Manager	<ul style="list-style-type: none"> • Purchases supplies at The UPS Store • Takes customer orders, receives payment, and delivers food/beverage items to customers • Helps keep equipment and work areas clean • Prepares lunch area (sets up chairs, tables, etc.)
0-1	Food Safety Manager	<ul style="list-style-type: none"> • Implements and monitors Food safety policies • Trains Staff • Assists and substitutes as needed

Staffing: minimum 4; maximum 10

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City Hall

Function: Mayor / IRS (taxes) / Attorney / Voting

#	Job Title	Primary Job Functions
1	Mayor	<ul style="list-style-type: none"> • Obtains Umpqua Bank loan • Signs Rental Agreement for business space • Takes Town Census • Encourages citizens to vote • Records Radio ad using classroom-completed BizPrep form* • Supervises employees and oversees Government operations • Signs business payroll and expense checks • Prepares and gives speeches at Opening and Closing Town Meetings using templates in Simulation Guide • Receives nominations and helps to determine Quality Business of the Day & Citizens of the Day
1	Town Treasurer	<ul style="list-style-type: none"> • Tasks center around use of Town Treasurer computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at Umpqua Bank loan • Signs business checks if Mayor is not available
1-2	IRS Agent	<ul style="list-style-type: none"> • Purchases supplies at The UPS Store • Completes town tax forms • Issues and verifies 501(c)3 status of town “not for profit” designation • Creates business property tax invoices • Uses checklist to record payments of taxes and forwards tax monies to the Town Treasurer for deposit
1-2	Attorney	<ul style="list-style-type: none"> • Reviews legal documents • Investigates criminal/civil case(s); prepares case results and recommendations to be presented at Closing Town Meeting* • Approves public works construction project(s)
0-2	Fire Marshall	<ul style="list-style-type: none"> • Conducts Fire Safety Survey • Inspects businesses for fire code and health violations • Helps educate business leaders on fire safety

Staffing: minimum 4; maximum 8

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Columbia

Function: Retail

#	Job Title	Primary Job Function
1	Store Manager	<ul style="list-style-type: none"> • Obtains OnPoint loan • Signs Rental Agreement for business space • Records Radio ad using classroom-completed BizPrep form* • Supervises employees and oversees business operations • Signs all business payroll and expense checks • Prepares and gives speech at Opening Town meeting using template found in Simulation Guide* • Works with employees to set product prices • Assists with business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at OnPoint • Signs business checks if Store Manager is not available
1-4	Sales Manager	<ul style="list-style-type: none"> • Works with Store Manager & sales team to set product prices • Operates the sales computer • Prepares sales area with product display • Greets customers and assists them with sales • Accepts payments for sale of products • Forwards payments to CFO • Prepares product advertising

Staffing: minimum 3; maximum 7

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Comcast

Function: Internet /Sales & Customer Service

#	Job Title	Primary Job Functions
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains Umpqua Bank loan • Signs Rental Agreement for business space • Records Radio ad using classroom-completed BizPrep form* • Supervises employees and oversees business operations • Signs all business payroll and expense checks • Prepares and gives speech at Opening Town Meeting using template found in Simulation Guide* • Speaks with businesses about Comcast Services • Leads Chamber of Commerce meeting and oversees service projects • Assists with business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Bills each business in JA BizTown • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at Umpqua Bank • Signs business checks if CEO is not available
1-2	Sales & Service Consultant	<ul style="list-style-type: none"> • Activates Cable Service for businesses • Sets up Point of Sale system in storefront and displays promotional material • Checks the internet quality in each business • Assists with customer service issues as needed
1-2	Installation Specialist	<ul style="list-style-type: none"> • Picks up business supplies at The UPS Store • Installs internet modems at each business • Delivers Internet invoices and picks up payments • Conducts product service quality checks when needed

Staffing: minimum 4; maximum 7

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Emerick Construction
Function: Design / Construction

#	Job Title	Primary Job Function
1	Owner	<ul style="list-style-type: none"> • Obtains Umpqua Bank loan • Signs Rental Agreement for business space • Reads and reviews description of projects with team • Records Radio ad using classroom-completed BizPrep form* • Supervises employees and oversees business operations • Signs business payroll and expense checks • Works with employees on Building Project and Bids • Prepares and gives speech at Closing Town Meeting* • Assists with business duties when employees are on break
1-2	Bookkeeper	<ul style="list-style-type: none"> • Tasks center around use of Bookkeeper computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at Umpqua Bank • Signs business checks if Owner is not available
1-2	Project Manager	<ul style="list-style-type: none"> • Purchases supplies at The UPS Store • With Owner, reads and reviews description of project • Works with team on Proposals, Cost Estimates and Bids • Supervises work to meet production and safety goals • Fills in for Owner as needed
1-2	Foreman	<ul style="list-style-type: none"> • Learns and follows all company safety and work procedures and team goals for the day • Completes quality projects for delivery to business customers • Works with team on Proposals, Cost Estimates and Bids • Delivers project orders along with invoices to businesses • Collects payments for building projects
0-1	Safety Manager	<ul style="list-style-type: none"> • Implements and monitors safety procedures • Investigates past work injuries • Trains team members • Assists as needed

Staffing: minimum 4; maximum 8

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iHeartRADIO

Function(s): Radio / Advertising

#	Job Title	Primary Job Functions
1	Station Manager	<ul style="list-style-type: none"> • Obtains Umpqua Bank business loan • Signs Rental Agreement for business space • Supervises employees and oversees business operations • Signs all business payroll and expense checks • Prepares and gives speech at Town Meeting using template found in Simulation Guide* • Records radio ad using completed BizPrep forms* • Assists with all business duties when employees on break • Writes podcast introduction and pre-records it to be played on air • Oversees all aspects of on-air product (music, ads, show content) • Assists in securing people for interviews and on client relationships
1-2	CFO	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at Umpqua Bank • Signs business checks if Station Manager is not available
1-2	Account Executive	<ul style="list-style-type: none"> • Purchases business supplies from the UPS Store • Schedules radio interviews and ads with businesses • Forwards schedule of ads and interviews to the DJ • Assists Program Manager in securing people for Interviews • Assists businesses in advertisements
1-2	On-Air DJ	<ul style="list-style-type: none"> • Prepares questions for interviews and performs interviews live on Air • Interviews JA BizTown Citizens and Teachers • Records Traffic and Weather Segment • Selects Songs to be played Live on Air
0-2	Sound Engineer	<ul style="list-style-type: none"> • Safely and correctly operates sound board/equipment • Reads and understands processes for effective recording • Records studio interviews

Staffing: minimum 4; maximum 9

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Intel

Function: Production / Circuit Programming

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Obtains OnPoint loan• Signs Rental Agreement for business space• Records Radio ad using classroom-completed BizPrep form*• Supervises employees and oversees business operations• Signs business payroll and expense checks• Prepares and gives speech at closing town meeting using template found in Simulation Guide*• Assists with business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none">• Tasks center on use of CFO computer• Electronically enters business loan request• Inputs employee payroll information• Prints and distributes employee payroll checks• Prints or submits business expense checks• Keeps records of business expenses and payments• Makes business deposits at OnPoint• Signs business checks if CEO is not available
1-4	Manufacturing Manager	<ul style="list-style-type: none">• Reads and reviews description of electronic circuits to assemble• Follows all design and production directions• Paces work to meet design and production goals• Produces innovative and quality products
1-2	Sales Manager	<ul style="list-style-type: none">• Purchases supplies from The UPS Store• Visits businesses to discuss the Intel's Product• Distributes invoices to businesses• Collects payments for purchased items

Staffing: minimum 4; maximum 9

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JA BizTown Realty

Function: Rent / Appraisals

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains OnPoint loan • Signs Rental Agreements for business space • Records Radio ad using classroom-completed BizPrep form* • Supervises employees and oversees business operations • Signs business payroll and expense checks • Prepares and gives speech at Opening Town Meeting using template found in Simulation Guide* • Completes Tenant Improvement Plan • Assists with business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan amount • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Sends bills to each business • Keeps records of business expenses and payments • Makes business deposits at OnPoint • Signs business checks if CEO is not available
0-1	Property Appraiser	<ul style="list-style-type: none"> • Measures/surveys each business noting size and other relevant and required information • Completes Property Appraisal for each business • Posts Property Appraisals in each business
1-2	Leasing Agent	<ul style="list-style-type: none"> • Picks up business supplies at The UPS Store • Completes Lease Renewal agreements and gets signatures • Collects and stores the “For Rent” signs

Staffing: minimum 3; maximum 6

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OnPoint Community Credit Union

Function: Personal Checking / Savings / Business Loans

#	Job Title	Primary Job Functions
1	CEO	<ul style="list-style-type: none"> • Prepares and gives speech at Opening Town meeting using template found in Simulation Guide* • Processes all business Loan Applications & issues Loan Contracts • Receives / records loan payments and deposits • Communicates with businesses regarding loan status and to share financial education information. • Records Radio ad using classroom-completed BizPrep form* • Signs all business payroll and expense checks • Signs Rental Agreement for business space • Meets with personnel from other businesses when they visit • Supervises employees and oversees business operations
1	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Inputs employee payroll information • Prints and distributes employee payroll checks • Disperses cash to tellers and assists them as needed • Prints or submits business expense checks • Keeps all records of business expenses and payments • Fills in for or assists CEO when needed • Signs business checks if CEO is not available
3	Teller	<ul style="list-style-type: none"> • Greets customers as they open personal accounts • Processes paychecks & accepts personal deposits • Records customer personal account transactions in computer • Assists Community & Savings Specialist as needed • Balances Cash Drawer
1-2	Community & Savings Specialist	<ul style="list-style-type: none"> • Purchases supplies at The UPS Store • Delivers OnPoint bags to businesses • Member of the JA BizTown Chamber of Commerce and leads matching donation project • Verifies opening of savings accounts • Reminds employees and customers to donate to charity with funds from their paychecks • Assists tellers as needed • Files customer checks and deposit tickets, assists CEO with filing
0-1	Member Service Specialist	<ul style="list-style-type: none"> • Greets customers and visitors coming to the branch • Directs Visitors to appropriate employee station • Provides explanation of what credit union is to all visitors • Keeps a log of total number of visitors to the branch • Assists with filing and tellers as needed

Staffing: minimum 6; maximum 8

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Pacific Office Automation

Function: Office Technology / Data Solutions / Waste Reduction

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains OnPoint loan • Signs Rental Agreement for business space • Records Radio ad using classroom-completed BizPrep form* • Supervises employees and oversees business operations • Signs business payroll and expense checks • Member of the JA BizTown Chamber of Commerce • Prepares and gives speech at Closing Town Meeting using template found in Simulation Guide* • Assists with business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at OnPoint • Signs business checks if CEO is not available
1-2	Sales Manager	<ul style="list-style-type: none"> • Reads and reviews description of products • Sells products: Printers/Copiers/IT and paper waste reduction services • Meets with CEOs • Distributes invoices and collects payments from all businesses
1-2	Service Technician	<ul style="list-style-type: none"> • Service Printers and copiers • Prints Newspaper • Collects paper waste (recycling) for every business site • Conducts recycling survey and tallies results • Reports results of survey and recycling checklist to CEO for Closing Town Meeting Speech

Staffing: minimum 4; maximum 7

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PGE

Function: Utility / Electric / Conservation

#	Job Title	Primary Job Functions
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains Umpqua Bank business loan • Signs Rental Agreement for business space • Supervises employees and oversees business operations • Signs business payroll and expense checks • Prepares and gives speech at Closing Town meeting using template found in Simulation Guide* • Records Radio ad using classroom-completed BizPrep form* • Assists with business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Computes and prints energy bills • Keeps records of business expenses and payments • Sends rebate checks to clean energy companies • Makes business deposits at Umpqua Bank • Signs business checks if CEO is not available
1-2	Clean Energy Technician	<ul style="list-style-type: none"> • Thanks participating businesses for their enrollment in Green Energy and provides rebate • Distributes invoices and collects payments from all businesses • Share information about the Green Energy program and completes applications for interested companies
0-2	Integrated Grid Engineer	<ul style="list-style-type: none"> • Purchases business supplies at The UPS Store • Installs Batteries for businesses enrolled in Green Energy • Updates energy grid • Prepares and presents Energy Saver Certificates to all participating businesses

Staffing: minimum 3; maximum 7

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The Mercantile
Function: Retail

#	Job Title	Primary Job Function
1	Store Manager	<ul style="list-style-type: none"> • Obtains Umpqua Bank loan. • Signs Rental Agreement for business space • Records Radio ad using classroom-completed BizPrep form* • Supervises employees; oversees business operations • Signs business payroll and expense checks • Prepares and gives speech at Opening Town meeting using template found in Simulation Guide* • Works with employees to set product prices • Assists with business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> • Tasks center on use of CFO computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at Umpqua Bank • Signs business checks if Store Manager is not available
1-4	Sales Manager	<ul style="list-style-type: none"> • Works with Store Manager & sales team to set product prices • Operates the sales computer • Prepares sales area with product display • Greets customers and assists them with sales • Accepts payments for sale of products • Forwards payments to CFO • Prepares posters and flyers for product advertising

Staffing: minimum 3; maximum 7

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The UPS Store

Function: Supplies / Products / Warehousing / Delivery

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Obtains OnPoint loan• Signs Rental Agreement for business space• Records Radio ad using classroom-completed BizPrep form*• Supervises employees and oversees business operations• Signs all business payroll and expense checks• Prepares and gives speech at Opening Town meeting using template found in Simulation Guide*• Assists with business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none">• Tasks center on use of CFO computer• Electronically enters business loan request• Inputs employee payroll information• Prints and distributes employee payroll checks• Prints or submits business expense checks• Keeps records of business expenses and payments• Makes business deposits at OnPoint• Signs business checks if CEO is not available
1-2	Delivery Agent	<ul style="list-style-type: none">• Distributes supplies to all retail businesses• Provides customer service (greeting)• Works with Stock Manager to fill orders
1-3	Stock Manager	<ul style="list-style-type: none">• Welcomes customers as they arrive to pick up supplies• Prepares supply packages for next day's business operations• Assists with the delivery of materials if needed• Prints business inventory sheets

Staffing: minimum 4; maximum 8

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Umpqua Bank

Function: Personal Checking / Savings / Business Loans

#	Job Title	Primary Job Functions
1-2	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Processes all business Loan Applications• Issues Loan Contracts• Receives / records loan payments and deposits• Communicates with businesses regarding loan status• Records Radio ad using classroom-completed BizPrep form*• Reports percentage of businesses paying off loan• Prepares and gives speech at Closing Town meeting using template found in Simulation Guide*• Signs all business payroll and expense checks• Signs Rental Agreement for business space• Places orders for business sign & advertising• Meets with personnel from other businesses when they visit• Supervises employees and oversees business operations
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none">• Tasks center on use of CFO computer• Inputs employee payroll information• Prints and distributes employee payroll checks• Prints or submits business expense checks• Keeps all records of business expenses and payments• Fills in for or assists CEO when needed• Signs business checks if CEO is not available
3	Teller	<ul style="list-style-type: none">• Greets customers as they open personal accounts• Processes paychecks & accepts personal deposits• Records customer personal account transactions in computer• Assists with filing when necessary• Sees Savings Officer when/if cash drawer is empty
1	Savings Officer	<ul style="list-style-type: none">• Purchases supplies at The UPS Store• Delivers Umpqua bags to all businesses• Verifies opening of savings accounts• Helps the CEO prepare savings report for closing town meeting• Assists Tellers as necessary• Disperses cash to tellers and assists tellers as needed• Files customer checks and deposit tickets, assists CEO with filing as needed

Staffing: minimum 6; maximum 8

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Virginia Garcia

Function: Wellness Check / Health Insurance

#	Job Title	Primary Job Function
1	Clinic Manager (CEO)	<ul style="list-style-type: none"> • Obtains OnPoint business loan • Signs Rental Agreement for business space • Records Radio ad using classroom-completed BizPrep form* • Supervises employees and oversees business operations • Signs business payroll and expense checks • Prepares and gives speech at Opening Town meeting using template found in Simulation Guide* • Greets patients and hands out prize • Assists with business duties when employees are on break
1	Bookkeeper (CFO)	<ul style="list-style-type: none"> • Tasks center on use of Bookkeeper computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at OnPoint • Signs business checks if Clinic Manager is not available
1-2	Medical Assistant	<ul style="list-style-type: none"> • Greets patient after they check in with Clinic Manager • Confirms patient name/DOB • Performs checkup – Pulse, Height, Eye Exam, Temperature • Updates paperwork and hands out prize • Sterilizes instruments in between patients
0-1	Dental Hygienist	<ul style="list-style-type: none"> • Greets patient after Medical Station • Confirms patient name/DOB • Checks blood pressure • Asks about brushing/flossing/nutritional habits • Demonstrates brushing and flossing on puppet • Updates paperwork and hands out prize • Sterilizes instruments in between patients
0-1	Pharmacy Technician	<ul style="list-style-type: none"> • Picks up supplies from The UPS Store • Puts handouts in backpacks • Fulfills prescription orders and updates expiration dates • Greets patient after Dental Station • Confirms patient name/DOB • Collects paperwork and hands out final prize
0-1	Outreach & Community Manager	<ul style="list-style-type: none"> • Visits with radio station to promote the clinic and checkups • Goes to businesses offering support and answers questions • Assists with other team members' duties when they are on break

Staffing: minimum 3; maximum 7

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Walmart

Function: Retail

#	Job Title	Primary Job Function
1	Store Manager	<ul style="list-style-type: none">• Obtains Umpqua Bank loan• Signs Rental Agreement for business space• Records Radio ad using classroom-completed BizPrep form*• Supervises employees; oversees business operations• Signs all business payroll and expense checks• Prepares and gives speech at Opening Town meeting using template found in Simulation Guide*• Works with employees to determine prices of products• Assists with all business duties when employees are on break
1-2	Chief Financial Officer (CFO)	<ul style="list-style-type: none">• Tasks center on use of CFO computer• Electronically enters business loan request• Inputs employee payroll information• Prints and distributes employee payroll checks• Prints or submits business expense checks• Keeps records of business expenses and payments• Makes business deposits at Umpqua Bank• Signs business checks if Store Manager is not available
1-4	Sales Manager	<ul style="list-style-type: none">• Works with Store Manager & sales team to set product prices• Operates the sales computer• Prepares sales area with product display• Greets customers and assists them with sales• Accepts payments for sale of products• Forwards payments to CFO• Prepares posters and flyers for product advertising

Staffing: minimum 3; maximum 7

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Water Partners

Function: Non-profit / Community Water Services

#	Job Title	Primary Job Function
1	Executive Director	<ul style="list-style-type: none"> • Obtains Umpqua Bank loan • Signs Rental Agreement for business space • Sets the fundraising goal with team • Records radio ad using classroom-completed BizPrep form* • Signs all business payroll and expense checks • Fills out Philanthropy Certificates • Applies for Umpqua Bank Grant for Water Conservation Project • Prepares and gives speech at Closing Town Meetings using template found in Simulation Guide* • Assists with all business duties when employees are on break
1-2	Finance Director (CFO)	<ul style="list-style-type: none"> • Tasks center on use of Finance Director computer • Electronically enters business loan request • Inputs employee payroll information • Prints and distributes employee payroll checks • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at Umpqua Bank • Signs business checks if Executive Director is not available
1-2	Systems Operator	<ul style="list-style-type: none"> • Completes water utility applications for each business • Reads all water meters and records usage • Assists with billing process and collects utility payments • Conducts water quality test • Service water hydrants • Assists team in Sales Area
1-2	Water Conservationist	<ul style="list-style-type: none"> • Purchases supplies from The UPS Store • Conducts citizen survey on conserving water • Sets up Point of Sale Computer • Greets customers and processes sales • Accepts donations from citizens, gives out prizes • Runs Donation Raffle

Staffing: minimum 4; maximum 7

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JA BizTown Bulleted Job Description
