



Allstate Insurance

Function: Insurance

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains KeyBank loan • Signs Rental Agreement for business space • Places orders for business sign and advertising • Films television 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* • Learns to operate the sales computer • Greets customers and assists them with car insurance sales • Reviews insurance claims and prepares settlement letter • Fill out Proof of Insurance Certificates for each business • Forwards payments to CFO • 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 • Bills each business in JA BizTown • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at KeyBank • Signs business checks if CEO is not available
1-3	Insurance Agent	<ul style="list-style-type: none"> • Picks up supplies from UPS • Visits businesses to assess insurance coverage • Issues Insurance Policies to cover property damage and liability • Helps deliver Proof of Insurance certificates • Assists with car insurance sales when CEO is on break

Staffing: minimum 3; maximum 6

**Speeches and activities that are filmed or photographed can be delegated to another employee and may include several employees.*



BZTV

Function(s): Television / Advertising

#	Job Title	Primary Job Functions
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains KeyBank loan • Signs Rental Agreement for business space • Supervises employees and oversees business operations • Signs all business payroll and expense checks • Places orders for business sign and advertising • Prepares and gives speech at Town Meeting using template found in Simulation Guide* • Films television ad using classroom-completed BizPrep form* • Assists with all business duties when employees are on break • Writes editorial and reads it on air • Assists in securing people for interviews
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 KeyBank • Signs business checks if CEO is not available
1-2	Advertising Executive	<ul style="list-style-type: none"> • Purchases business supplies from UPS • Schedules televised interviews and ads with business teams • Forwards schedule of ads and interviews to the Host • Assists CEO in securing people for interviews
1	On-Air Personality/Host or Anchor	<ul style="list-style-type: none"> • Assists businesses in recording advertisements • Prepares questions for interviews • Interviews CEO's, Store Managers, Owners, Citizens and Teachers
1	On-Air Meteorologist	<ul style="list-style-type: none"> • Collects weather observations/data & predicts future weather • Records weather segments on-air • Learns about temperature, humidity, wind direction & clouds
0-2	Camera Operator	<ul style="list-style-type: none"> • Safely and correctly operates camera equipment • Reads and understands processes for effective filming • Films studio interviews and Town Meetings

Staffing: minimum 5; maximum 9

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Café

Function: Lunch / Snacks / Drinks

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains KeyBank loan • Signs Rental Agreement for business space • Places orders for business sign & advertising • Films television 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 all 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 KeyBank • 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
0-3	Sales Manager	<ul style="list-style-type: none"> • Purchases supplies at the UPS • 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.)
0-2	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 12

**Speeches and activities that are filmed or photographed can be delegated to another employee and may include several employees. - Cash only accepted for products*



City Hall

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

#	Job Title	Primary Job Functions
1	Mayor	<ul style="list-style-type: none"> • Obtains Unitus Community Credit Union loan • Signs Rental Agreement for business space • Takes Town Census • Encourages citizens to vote • Prepares for TV interview with BizPrep form from school* • 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, with Volunteer Facilitator, determines Quality Business of the Day and Citizens of the Day
1-2	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 Unitus Community Credit Union • Signs business checks if Mayor is not available
1-2	IRS Agent	<ul style="list-style-type: none"> • Purchases supplies at UPS • 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* • Leads Rotary club meeting and oversees service projects • 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 9

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Comcast

Function: Telephone & Internet /Sales & Customer Service

#	Job Title	Primary Job Functions
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Obtains KeyBank loan • Signs Rental Agreement for business space • Presents television ad using BizPrep form from school* • 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 • 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 • Bills each business in JA BizTown • Prints or submits business expense checks • Keeps records of business expenses and payments • Makes business deposits at KeyBank • 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 UPS • Installs telephone receivers at each business • Delivers telephone and Internet invoices • Collects telephone and Internet bill payments • Conducts product service quality checks when needed

Staffing Model: minimum 4; maximum 7

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Community Wellness Center

Function: Wellness Check / Health Insurance

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Obtains KeyBank loan• Purchases supplies from UPS• Signs Rental Agreement for business space• Presents television ad using BizPrep form from school*• 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*• Assists with Manager’s duties when he/she is 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 KeyBank• Signs business checks if CEO is not available
1-4	Wellness Manager	<ul style="list-style-type: none">• Becomes familiar with materials and equipment• Assists patients in wellness check-up

Staffing: minimum 3; maximum 7

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Construction Company

Function: Design / Construction

#	Job Title	Primary Job Function
1	Owner	<ul style="list-style-type: none">• Obtains KeyBank loan• Signs Rental Agreement for business space• With Project Manager, reads and reviews description of project• Presents television ad using BizPrep form from school*• 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 KeyBank• Signs business checks if Owner is not available
1-2	Project Manager	<ul style="list-style-type: none">• Purchases supplies at UPS• 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
1-3	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 9

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Gas & Electric Company

Function: Utility / Gas / Electric / Conservation

#	Job Title	Primary Job Functions
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Obtains Unitus Community Credit Union 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*• Films television ad using classroom-completed BizPrep form*• Computes and prints utility bills• 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 Unitus Community Credit Union• Signs business checks if CEO is not available
1-2	Meter Reader	<ul style="list-style-type: none">• Completes utility applications/registrations for each business• Reads all utility meters and records usage• Assists with billing process• Collects utility payments• Assists Utility Engineer as needed
0-2	Utility Engineer	<ul style="list-style-type: none">• Informs each business CEO of energy audit process• Purchases business supplies at UPS• Performs energy audit• Changes filters• Prepares and presents Energy Saver Certificates

Staffing: minimum 3; maximum 7

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International Sign Company

Function: Manufacturing / Retail

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Obtains KeyBank loan• Signs Rental Agreement for business space• Places orders for business sign and advertising• Presents television ad using BizPrep form from school*• Supervises employees and oversees business operations• Signs business payroll and expense checks• Works with employees to set product prices• 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 KeyBank• Signs business checks if CEO is not available
1-2	Designer	<ul style="list-style-type: none">• Reads and reviews description of signs to be produced• Meets with certain business leaders to design business signs• Creates as custom buttons and keychains as needed.• Assists Sales Manager with operating the computer to enter sales
1-3	Sales Manager	<ul style="list-style-type: none">• Meets with CEO to set prices• Sets up sales area• Prepares advertising flyers and posters• Delivers personalized items ordered to customers if necessary• Accepts payment for purchased items• Forwards payments to CFO

Staffing: minimum 4; maximum 8

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KeyBank

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 • Films television 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
2-3	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 File Clerk with filing when necessary • Sees File Clerk when/if cash drawer is empty
1	Savings Officer	<ul style="list-style-type: none"> • Purchases supplies at UPS • Delivers KeyBank bags to all businesses • Verifies opening of savings accounts • Helps the CEO prepare savings report for closing town meeting • Assists Tellers as necessary

Staffing: minimum 6; maximum 8

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Kidder Mathews

Function: Rent / Appraisals

#	Job Title	Primary Job Function
1	Managing Director	<ul style="list-style-type: none">• Obtains Unitus Community Credit Union loan• Signs Rental Agreements for business space• Presents television ad using BizPrep form from school*• 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 Unitus Community Credit Union• 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 UPS• Completes Lease Renewal agreements and gets signatures• Collects and stores the "For Rent" signs

Staffing: minimum 3; maximum 6

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Northwest Sports

Function: Retail

#	Job Title	Primary Job Function
1	Store Manager	<ul style="list-style-type: none">• Obtains KeyBank loan• Signs Rental Agreement for business space• Places orders for business sign and advertising• Presents television ad using BizPrep form from school*• 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 KeyBank• 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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Function: Production / Circuit Programming

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Obtains KeyBank loan• Signs Rental Agreement for business space• Presents television ad using BizPrep form from school*• 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 KeyBank• 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 UPS• Visits businesses to discuss the onsemi's Product• Distributes invoices to businesses• Collects payments for purchased items

Staffing: minimum 4; maximum 9

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Oregon Humane Society

Function: Non-profit / Animal Shelter

#	Job Title	Primary Job Function
1	Executive Director	<ul style="list-style-type: none"> • Obtains KeyBank loan • Signs Rental Agreement for business space • Sets the fundraising goal with Adoption Assistant • Films television ad using classroom-completed BizPrep form* • Supervises employees and oversees Shelter activities • Signs all business payroll and expense checks • Fills out Philanthropy Certificates to all businesses who donate • Prepares and gives speech at Closing Town Meetings using template found in Simulation Guide* • Assists with all business duties when employees are on break • Oversees money count and gives Philanthropy Report at Closing Town Meeting using template found in Simulation Guide*
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 KeyBank • Signs business checks if Executive Director is not available
1-3	Adoption Assistant	<ul style="list-style-type: none"> • Works closely with Executive Director • Purchases supplies from UPS; picks up adoptable animals** • Works with the Executive Director to set fundraising goals • Greets citizens and processes pet adoptions • Helps citizens who donate sign the Philanthropy Project Signboard • Accepts donations from citizens, gives out Advocate Stickers

Staffing: minimum 3; maximum 6

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***Adoptable pets are small stuffed animals.*



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 KeyBank loan• Signs Rental Agreement for business space• Presents television ad using BizPrep form from school*• Supervises employees and oversees business operations• Signs business payroll and expense checks• Works with employees to set prices for products• 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 KeyBank• 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: Copiers/IT and paper waste reduction services• Meets with CEOs• Sets prices to meet customers' needs• Distributes invoices and collects payments from all businesses• Sets Sales goal
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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Unitus Community Credit Union

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 • Films television 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
2-3	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 File Clerk with filing when necessary • Sees File Clerk when/if cash drawer is empty
1	Savings Officer	<ul style="list-style-type: none"> • Purchases supplies at UPS • Delivers KeyBank bags to all businesses • Verifies opening of savings accounts • Helps the CEO prepare savings report for closing town meeting • Assists Tellers as necessary

Staffing: minimum 6; maximum 8

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The Mercantile

Function: Retail

#	Job Title	Primary Job Function
1	Store Manager	<ul style="list-style-type: none">• Obtains Unitus Community Credit Union loan.• Signs Rental Agreement for business space• Places orders for business sign and advertising• Presents television ad using BizPrep form from school*• 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 KeyBank• 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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United Parcel Service (UPS)

Function: Supplies / Products / Warehousing / Delivery

#	Job Title	Primary Job Function
1	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Obtains KeyBank loan• Signs Rental Agreement for business space• Presents television ad using BizPrep form from school*• 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 KeyBank• 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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Walmart

Function: Retail

#	Job Title	Primary Job Function
1	Store Manager	<ul style="list-style-type: none">• Obtains KeyBank loan• Signs Rental Agreement for business space• Places orders for business sign and advertising• Films television 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 KeyBank• 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

**Speeches and activities that are filmed or photographed can be delegated to another employee and may include several employees.*