



## Volunteer Manual

### Restaurant Volunteer On-Task Checklist

This checklist is to help guide you throughout the day. A more detailed description of each task can be found on the citizens' yellow Detailed Job Instructions. Please refer to those instructions to help guide the citizens further.

#### **During Business Start Up:**

All employees should:

1. Attend Staff Meeting #1, led by the Volunteer.
2. Begin reading their yellow Detailed Job Instructions.
3. Wait in their business to be trained by a JA staff member.

#### **CEO**

1. Signing all checks printed by the CFO (including supply check and payroll checks).
2. Taking the Loan Application to the Bank.
3. Doing the Pricing Worksheet with Volunteer's help.
4. Completing the orange CEO Opening Town Meeting Speech Guideline, and practicing speech with Volunteer.

#### **CFO**

1. Entering Loan Amount into computer (**this amount is listed on the Business Cost sheet as "Total Business Costs"**).
2. Printing the \$5.00 supply check.
3. Entering employee payroll information and printing all 1st period payroll checks (**once printed, checks should be put in the green Pay Period 1 folder and then placed in your business mailbox**).

#### **Sales Managers**

1. Wiping off tables and chairs.
2. Putting placemats out on tables.
3. Preparing centerpieces with the vases (**from the cabinet**) and flowers (**from supply bin**).
4. Helping CEO complete the Pricing Worksheet to set prices for products being sold.

#### **Food Managers**

1. Getting the \$5.00 supply check from the CFO and purchasing supplies from Supply Center.
2. Dividing scarce items evenly into three groups and placing first group in the display jar (**as new breaks start, they must switch out the scarce items for a new set**).
3. Helping Sales Managers prepare the restaurant as needed.

#### **Beverage Managers**

1. Completing the Cooler Stocking Sheet.
2. Completing the Beverage Inventory Worksheet and reporting the results to the CEO.
3. Helping Sales Managers prepare the restaurant as needed.

## **During Break Rotations:**

<p style="text-align: center;"><b><u>CEO</u></b></p> <ol style="list-style-type: none"> <li>1. Signing the Rental Agreement when the Property Manager brings it.</li> <li>2. Giving the Philanthropy Pledge Sheet <b>(from the BizPrep Envelope)</b> to the Non Profit Director when he/she comes to get it.</li> <li>3. Giving the advertisements <b>(from the BizPrep Envelope)</b> to the business representatives from Newspaper, Radio and TV/Web when they come to get them.</li> <li>4. Going to TV Station to record their ad.</li> <li>5. Reviewing the Supplies Re-Ordering Instructions in the red re-order notebook, and placing supply re-orders as needed <b>(they can spend a maximum of \$2.00 on re-ordering supplies; scarce items may NOT be reordered).</b></li> <li>6. Supervising employees to be certain break schedules are followed and everyone is doing his/her job.</li> <li>7. Substituting for other employees as needed.</li> </ol>	<p style="text-align: center;"><b><u>CFO</u></b></p> <ol style="list-style-type: none"> <li>1. Printing all 2nd period payroll checks and placing them in the yellow Pay Period #2 folder <b>(must be done during 1st break rotation).</b></li> <li>2. Printing checks to pay bills <u>only</u> when they receive a written invoice for that bill.</li> <li>3. Making regular business deposits at the Bank with money earned from customer sales</li> <li>4. Reviewing the CFO Accounts Payable Checklist to be sure all bills have been paid.</li> <li>5. Checking loan balance periodically.</li> </ol>
<p style="text-align: center;"><b><u>Sales Managers</u></b></p> <ol style="list-style-type: none"> <li>1. Assisting customers with purchasing items and answering questions about products.</li> <li>2. Tracking adult sales with the Adult Charge Sheet.</li> <li>3. Updating advertisements on dry erase board as needed.</li> <li>4. Helping keep the Restaurant clean.</li> </ol>	<p style="text-align: center;"><b><u>Beverage Managers</u></b></p> <ol style="list-style-type: none"> <li>1. Serving drinks to customers.</li> <li>2. Monitoring inventory of cups and letting the CEO know when they are running low.</li> <li>3. Helping keep the Restaurant clean.</li> </ol> <p style="text-align: center;"><b><u>Food Managers</u></b></p> <ol style="list-style-type: none"> <li>1. Greeting customers as the enter the Restaurant.</li> <li>2. Keeping track of scarce items that can be sold during each break.</li> <li>3. Popping popcorn <b>(CANNOT start until end of 1st green break when a JA staff member comes to help them).</b></li> <li>4. Serving popcorn to customers.</li> <li>5. Monitoring inventory of popcorn and letting the CEO know when they are running low.</li> <li>6. Helping keep the Restaurant clean.</li> </ol>

## **End of Day:**

<p style="text-align: center;"><b><u>CEO</u></b></p> <ol style="list-style-type: none"><li>1. Assisting the CFO with final business deposits as needed.</li><li>2. Leading clean up by delegating all cleaning tasks posted on the bulletin board to employees.</li></ol>	<p style="text-align: center;"><b><u>Adult Volunteer</u></b></p> <ol style="list-style-type: none"><li>1. Gathering all citizen checkbooks and business paperwork and placing it in the BizPrep Envelope to be returned to a teacher.</li><li>2. Getting break buttons back from each citizen and placing them back in the container.</li><li>3. Making sure citizens do not have any JA BizTown dollars or coins <b>(these should be left on the counter in the business)</b>.</li><li>4. Making sure any unsold merchandise is left on the counter.</li><li>5. Using a tissue to erase the Students Listed by Break sheet on the bulletin board.</li></ol>
<p style="text-align: center;"><b><u>CFO</u></b></p> <ol style="list-style-type: none"><li>1. Making final business deposits at the Bank <b>(calculate the total from the Adult Charge Sheet and add it to the final deposit)</b>.</li><li>2. Following clean up instructions given by the CEO.</li></ol>	
<p style="text-align: center;"><b><u>All Other Employees</u></b></p> <ol style="list-style-type: none"><li>1. Following clean up instructions given by the CEO.</li></ol>	

After clean up is complete, all employees will:

1. Attend Staff Meeting #3, led by Volunteer.
2. Gather together all their personal belongings to take home and sit quietly outside their business in preparation for the Closing Town Meeting.
3. Follow dismissal instructions given by the JA BizTown staff.

*Thank you for volunteering, your time and support have been extremely valuable. In an effort to continually improve this program, we would appreciate your comments or suggestions about your experience at JA BizTown. Please fill out a comment card either on site or online at [www.janash.com/jabtcomments](http://www.janash.com/jabtcomments), or email us at [racheld@janash.com](mailto:racheld@janash.com).*

***Thank you!***