

# **BUSINESS SNAPSHOT**

## ***JA CAFE***

### **Business Overview**

The JA Café sells drinks and snacks to the citizens of BizTown. The JA Café only accepts cash, no checks, and is the only business to sell products for less than \$1.00.

### **Business Activities**

- During Business Start-up, the Food and Beverage managers set up the Café according to the very specific directions in their Job Directions Booklet.
  - Beverage Managers set up the display on the counter that is inside the JA Café, not the counter that faces out into BizTown.
- When customers visit JA Café:
  - No one leaves the JA Café with food or drinks.
- Serve customers drinks in a cup.
- Provide a free cup of water for every student during lunch breaks.

### **Employee Responsibilities**

- **CEO** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, and assists all other employees.
- **CFO** Issues paychecks to each employee and prints checks to pay all business costs for the day listed on their CFO Checklist. Makes business deposits. \$1.50 checks from each citizen. These checks are written at school. The Savings Officer then checks off the employee on a checklist, stamps their checkbook, and gives them a savings certificate.
- **Beverage Manager** Completes beverage inventory and setup and assists in sales and cleaning.
- **Food Manager** Completes food inventory and setup and assists in sales and cleaning.
- **Sales Manager** In charge of sales and gives money received to the CFO to make a business deposit.