Money Management Sales Team

Tasks

- **Equipment Check** - Check to make sure all equipment, ie cash registers and Elevon machines are updated and in good working order

- **Software Update** - Make sure all software is up to date.

- **Meet with Bookkeeper and Treasurer** - meet with the bookkeeper and Treasurer to find out how they want you to report the daily sales, make daily reports and handle cash at the end of the day.

- **Inventory** - Inventory and restock the required supplies needed for the machines, ie paper rolls, tape, staplers etc. Make sure elevon machine tape and cash register roll is the right size and type.

- **Set up** - Set up cash registers and Elevon machines during room setup. Do a check to make sure everything to working. Make sure all cables and extension cords are in good working order and are sufficient to reach the desired locations.

- **Training**- Provide training for the cashiers

- **Paperwork** - Fill out the required paperwork and provide it to the bookkeeper.

- **Sales Statistics** - Provide the sales team with statistics at the end of the sale, ie: number of sales each day, type of sales (cash/visa), average sale amount, etc.