

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Supervises employees and oversees business operations. 3. Signs all business payroll and expense checks. 4. Prepares and gives speech at Town Meeting. 5. Works with employees to determine pricing of products. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs and submits business loan to the bank. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Signs payroll checks if CEO is not available. 5. Pays online bills sent to business. 6. Keeps all records of business expenses and payment. 7. Makes business deposits to Bank.
<p style="text-align: center;">SCIENTIST</p> <ol style="list-style-type: none"> 1. Works with Lab Technician and Production Operator to create high quality products for sale. 2. Conducts experiments by engaging in the scientific process. 3. Follows safety guidelines and must achieve planned production rates. 4. Assists customers with sales as needed. 	<p style="text-align: center;">CUSTOMER SERVICE AGENT</p> <ol style="list-style-type: none"> 1. Works with CEO to set prices of products and experiences. 2. Delivers ordered items to customers, if necessary. 3. Sets up the Point of Sale (POS) System 4. Greets customers & assists them with sales. 5. Accepts payment for purchased items.
<p style="text-align: center;">LAB TECHNICIAN</p> <ol style="list-style-type: none"> 1. Works with Scientist and Production Operator to create high quality products for sale. 2. Sets up materials for experiments. 3. Conducts experiments by engaging in scientific process. 4. Follows safety guidelines and must achieve planned production rates. 5. Ensures quality products are being made for customers. 6. Assists customers with sales as needed. 	<p style="text-align: center;">PRODUCTION OPERATOR</p> <ol style="list-style-type: none"> 1. Works with Lab Technician and Scientist to create high quality products for sale. 2. Uses measuring tools to compare and chooses best packaging for each product sold. 3. Uses label maker to label products for sale. 4. Follows safety guidelines and must achieve planned production rates. 5. Assists customers with sales as needed.