

<b>Job Title:</b>	Sales area chair	<b>Date Created:*</b>	September 2014
		<b>Date Revised: *</b>	

**Job Summary\***(In three or four sentences summarize the job's purpose and primary focus.)  
 To maintain the sales area such that customers may purchase their pottery with a minimum of hassle.  
 Responsibilities will include:

<b>Major Responsibilities/Essential Functions</b>	<b>Estimated % of Time Spent</b>
Make requests to the building chair for 5 tables, 10 chairs, maroon pipe and drape for behind the sales area and pipe for hanging signs and lights.	
Submit a budget for supplies needed, three or four reams of newsprint for wrapping, two sizes of paper bags and various office supplies. Many items have already been acquired and are in storage.  Let the workshifts chair know how many workers are needed. Each station requires a sales person and a wrapper. The number of stations may change as you assess the show each year.  Coordinate committee member to purchase goods and help with set up and take down of sales area.  Purchase any paper, bags, office supplies needed for smooth running.  Set up sales area on Thursday as per map. Each station gets an adding machine with tape, instructions, tag boards, pens, stapler, colored tags, scotch tape, some blank price tags, and wrapping paper. Any station taking cash needs a taped down cash box. Hang signs and lights above each station to let customers know their capabilities. Provide tablets for holding area so shoppers can note their names with their pots.  Assign a supervisor for each shift to monitor supplies and solve problems/ answer questions during the show. They may also need to return baskets to the greeter, monitor the holding area and return pots to potters after three hours.  Taking down the sales area after the show Sunday evening with the help of the committee member. Box up office supplies, paper, bags etc to be stored for next year. This includes lights, signs, extension cords. Excess cardboard boxes can be recycled in bin behind the expo hall next door.	
<b>Total</b>	<b>100%</b>

<b>Job Qualifications *</b>
<b>Preferred Work Experience and Qualifications</b>

Skills: Attention to detail and coordinating people would be helpful.