**Store Processes**

Name
Class Hour
Points 45

1. What is the name of the school store:
2. **List 3 key points about online orders:**
3. **List 3 key points about Returns/Exchanges:**
4. Explain the 5 key points on handling Curbside Pickup
	1.
	2.
	3.
	4.
	5.
5. List two key facts about the Magi Football card:

Define the following:

1. **Bar code:**
2. **Stock Keeping Unit (SKU)** –
3. **Inventory –**
4. **Scanner** –
5. **Retain Value:**
6. **Invoice –**

Answer the following:

1. **List the four types of payments taken -**
2. **List 3 key facts about our Check taking Policy:**

**Complete the following and Hand in**

Every student will work day a week in the school store. The school store is worth
 points per week for a total of percent of your grade for the year. The grade for your school store is entered into PowerSchool as a grade on what day of the week? If you miss the store, you can make it up to get your points unless you

For each shift, the first thing you will do is . When a customer comes in, the first thing you say is to greet the customer. Every student must login on the attendance computer, or they will be deducted . True or false, use your lunch code to clock in for your shift?

To track inventory, businesses use a . This number will tell us several things, list three . This number is converted to a , or a graphical pattern of lines that represents the numbers and characters so that the computer can read it. If your instructor wants to know how many items we have of a product, she can look in the computer. This is called checking

When selling product, always be on the selling screen. When a customer purchases an item, you will look at the screen of the computer to verify what you have scanned and to ensure you scanned all items that are being purchased.

When a customer wants to apply a Magi Discount Card (football card), what items do not get the discount? and . Everyone must show their card to receive the discount except .

After you sell and login to the attendance computer, you should complete the
 This is a list of things completed each hour. The last minutes you will balance the register, count all the money in the till and enter the total counted in the drawer. The actual counted must equal the in the drawer and the difference must equal If it does not, you should the money. If it still does not balance, you must get .

When selling clothing, the customer should be told to get a in the event they wish to do an exchange or returns later. When doing an exchange or return, the clothes must have a
 on them. To exchange a size, you must get to issue the exchange or return to ensure the is updated correctly.

For a gift card, what button on the touch screen is used to sell a gift card? The customer will complete the design, the amount, and the email information. When taking payment for a gift card, select the charge button, then select to take payment? To take payment with a gift card you must ask the customer to scan on their electronic gift card (they should present it from their phone or on paper)