**Unit 8 2nd Business**

**The Missing Bean Flat structure**

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| P1 Explain the purpose of different functional areas in two contrasting businesses. |
| P2 Describe the responsibilities of two different job roles in two contrasting businesses |
| M1 Compare two job roles and responsibilities from different functional areas in two contrasting businesses |

<https://www.themissingbean.co.uk/>

**Facts about The Missing Bean**

It is a Ltd company, based in the Oxford City Centre

11 people work for the company

It has a flat structure meaning that there are fewer layers of authority within the organisation. As a result of this, job roles will be distributed between the owners and more senior members of staff.

**Refer to the website and the flat structure diagram when answering the assessment criteria.**

P1: In a small business which has a flat structure, the functional areas are fewer. The managers/ owners will be responsible for several functional areas.

**Task: Refer to the diagram and explain the purpose of the functional areas listed below:**

* **Administration and Bookkeeping**
* **Marketing**
* **Customer Service**
* **Production and Supplies – refer to the Roastery**
* **Recruitment and Training**

P2: **Describe the responsibilities of two different job roles in The Missing Bean.**

You could choose Sales staff (Baristas) and the Owner/ Manager (Ori). For each description, remember to state the title of the job and identify their duties.

M1**: Compare two job roles and responsibilities from different functional areas in two contrasting businesses**

Use the same jobs that you have described in P2. As you are comparing, you will have to explain the similarities and differences between them.