

Cookie Cupboard Manager Position Description and Responsibility Agreement

Troop Cookie Manager is appointed by, and accountable to, the membership specialist and product program specialist. Provide an accurate and friendly customer service driven cookie cupboard.

Term of appointment: One year term with annual evaluation and option for reappointment.

Responsibilities:

- Attend required trainings.
- Secure proper storage for inventory. Store cookies in a cool, dry moisture-free environment, away from direct sunlight and strong products such as mothballs, potpourri, cedar chips, kerosene and gasoline. If you store cookies in a garage or basement, place padded protection under bottom of cookie cases, such as wood stripping or flattened corrugated cases to protect against moisture from cement floor. Keep cookies away from animals at all times.
- Interpret and support in a positive manner Girl Scout Promise and Law, GSHOM policies, standards, procedures and decisions.
- Account for all cookies received from the delivery agent.
- Able to legibly and accurately record all cookie cupboard transactions.
- Input all transactions into the eBudde system as necessary.
- Provide friendly customer service to each volunteer picking up cookies from the cupboard.
- Maintain daily accurate records of inventory.
- Immediately report any concerns or inventory discrepancies to the product program specialist.

Qualifications:

- Meets requirements for membership in GSUSA and **must be a registered member**.
- Understand and accept policies and standards of GSUSA and Girl Scout Heart of Michigan.
- Serves as a positive role model for girls and adults.
- Has well-developed listening, communication and problem solving skills.
- Excellent written and oral communication skills.
- Has basic knowledge of cookie cupboard procedures and is willing to take necessary training.
- Strong organizational and planning skills.
- Knowledge and access to a computer and internet.
- Ability to guide girls and adults through the program.
- Motivate and work harmoniously with others without regard to race, creed, nationality, socioeconomic factors or disabilities.
- Recognizes, encourages and values pluralism in all its forms.
- Must undergo a back ground check.

Benefits to volunteers: Volunteers in this position will gain experience: (1) developing and maintaining data entry skills, (2) providing customer service while working cooperatively with other adult volunteers and (3) practicing warehouse and inventory control skills.

Agreement: I understand and accept to abide by the responsibilities and qualifications of this position.

Troop #: _____ Area #: _____

Volunteer's Name (printed): _____

Volunteer's Signature: _____ Date: _____

Volunteer Driver's License #: _____

Product Program Specialist Signature: _____

Cookie Cupboard Information



Contact Information:

Name: _____

Address: _____

City: _____ Zip code: _____

Phone: _____ Cell Phone: _____

E-mail Address: _____

Preferred method of contact: Phone Cell Phone Email

Delivery Instructions:

Delivery Time Preference:

Morning (8 a.m.-12 p.m.) Afternoon (12 p.m.-5 p.m.) Evening (5 p.m.-8p.m.)

Cupboard Hours:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____