

<b>Job Title:</b>	Cookie Cupboard Assistant	<b>Reports To:</b>	Product Program Specialist
<b>Department/Group:</b>	Product Program	<b>Job Code/Req#:</b>	72320
<b>Location:</b>	MI – Saginaw	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$8.15 per hour	<b>Position Type:</b>	Part-time, Seasonal
<b>HR Contact:</b>	Ashleigh Crisp Hobart	<b>Date posted:</b>	August 8, 2104
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until filled
<b>To apply please include a cover letter, resume, and employment application. Applications accepted by:</b>			
<b>FAX, EMAIL OR WEBSITE:</b> <b>Fax:</b> (269)492-1439 <b>Email:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a> <b>Subject Line:</b> Cookie Cupboard Assistant <b>Attention:</b> HR Department <b>Website:</b> <a href="http://www.gshom.org/about/employment.html">http://www.gshom.org/about/employment.html</a>		<b>MAIL:</b> HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
<b>Job Description</b>			
<b>POSITION SUMMARY</b>			
Cookie Cupboard Assistant will work with Product Program Specialist and community volunteers to assist with all aspects of the Cookie Cupboard including checking in and checking out product, keeping inventory of product while providing great customer service.			
<b>ROLE AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Position available in Saginaw.</li> <li>2. Assist Product Program Specialist with regional cookie cupboard management.</li> <li>3. Account for all cookies received from the delivery agent.</li> <li>4. Legibly and accurately record all cookie cupboard transactions.</li> <li>5. Input all transactions into the internet database system.</li> <li>6. Provide friendly customer service to volunteers picking up cookies from the cupboard.</li> <li>7. Maintain accurate daily records of inventory.</li> <li>8. Immediately report any concerns or inventory discrepancies to the product program specialist.</li> <li>9. Other duties as assigned.</li> </ol>			
<b>KNOWLEDGE/SKILLS/ABILITIES</b>			
<ul style="list-style-type: none"> <li>• Strong analytical and problem solving skills a must</li> <li>• Demonstrated ability to organize multiple work assignments</li> <li>• Able to lift nut and candy product, cases of cookies, and program rewards for an extended period of time</li> <li>• Excellent customer service skills, data entry proficiency ,and knowledge of volunteer organizations</li> <li>• Written and oral communication skills</li> </ul>			

- Able to lift/manipulate up to 50 pounds

**WORK SCHEDULE**

- Approximately 15-20 hours per week (Late October 2014 through January 2015)
- Evening and weekend hours will be required
- Travel within the communities served by the Saginaw regional center may be required

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.