

<b>Job Title:</b>	Cookie Cupboard Assistant	<b>Reports To:</b>	Product Program Specialist
<b>Department/Group:</b>	Product Program	<b>Travel Required:</b>	Up to 10%
<b>Location:</b>	MI – Jackson	<b>Status:</b>	Part-time, Temporary
<b>Level/Salary Range:</b>		<b>Date Posted:</b>	January 7, 2019

**To apply please include a cover letter, resume, and employment application. Applications accepted by:**

<p><b>Subject Line:</b> Product Program Assistant – Jackson  <b>E-mail:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a>          WEBSITE: <a href="http://www.gshom.org/en/our-council/careeers.html">http://www.gshom.org/en/our-council/careeers.html</a>  <b>Fax:</b> (269)492-1439</p>	<p><b>MAIL:</b>          HR Department          Girl Scouts Heart of Michigan          601 W Maple          Kalamazoo, MI 49008</p>
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**Job Description**

**POSITION SUMMARY**

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.

**ESSENTIAL FUNCTIONS**

- Position located at Jackson Regional Center.
- Assist Product Program Specialist with regional cookie cupboard management.
- Account for all cookies received from the delivery agent.
- Legibly and accurately record all cookie cupboard transactions.
- Input all transactions into the internet database system.
- Provide friendly customer service to volunteers picking up cookies from the cupboard.
- Maintain accurate daily records of inventory.
- Immediately report any concerns or inventory discrepancies to the Product Program Specialist.
- Able to lift and/or move up to 50 pounds frequently during the Nuts/Cookies Sales involving repetitive movements. Will be lifting cases of cookies, nut and candy product, and program awards.
- Perform other duties as assigned.

**COMPETENCIES**

- Customer Service Focused
- Problem Solving/Analysis
- Technical Capacity
- Communication Proficiency
- Organizational Skills
- Flexibility

**EDUCATION AND EXPERIENCE**

- Associate’s degree or equivalent experience in a related field
- Product sales experience preferred

- Prior non-profit experience preferred
- Knowledge of the Girl Scout program preferred

**TRAVEL**

Must have own transportation and the ability to travel within the jurisdiction. Travel is primarily during the business day and evening.

**WORK SCHEDULE**

- Position will work a variable schedule up to 20 hours per week from February through May
- Position requires candidates to work many evenings and weekends especially during the product program sales time frame.

**WORK ENVIRONMENT**

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system.

Will require periods of prolonged sitting in front of a computer, standing, and moving/lifting.

Will work outdoors periodically in all types of weather conditions.

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

**BENEFITS**

This position is not benefits eligible.

**EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_