

Job Title:	Cookie Cupboard Assistant	Reports To:	Program and Product Supervisor
Department/Group:	Program and Product	Travel Required:	Up to 10%
Location:	MI – Saginaw	Status:	Part-time, Temporary
Level/Salary Range:		Date Posted:	

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

Subject Line: Cookie Cupboard Assistant - Saginaw

E-mail: hr@gshom.org

WEBSITE: <https://www.gshom.org/en/our-council/careers.html>

FAX: (269)492-1439

MAIL:

HR Department
Girl Scouts Heart of Michigan
601 W Maple
Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

Cookie Cupboard Assistant will work with the Program and Product team 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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position located at Saginaw Regional Center.
- Assist the Program and Product team 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

- High School Diploma/GED
- 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 for intermittent months from August through December.
- Position requires candidates to work 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, and filing cabinets.

Require periods of prolonged sitting in front of a computer. .

Will work outdoors and require prolonged periods of standing and moving/lifting cases of cookies and nut/candy product in all types of weather from rain, snow, extreme heat and cold. Will spend majority of hours each day interacting with volunteers and parents.

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_____