Cookie Cupboard Manager Role Description

**Purpose:** To serve as a host and record keeper of additional cookies that are distributed to troops during the Cookie Program

**Accountability:** Appointed by and accountable to the Director, Product Programs

**Department:** Product Programs

**Term:** One year, may be reappointed. Major responsibilities of this position are during the months of February and March

**Responsibilities:**
- Complete required Cookie Cupboard Manager training each year while in this position; become knowledgeable in Cookie Program procedures
- Receive and verify cupboard cookie deliveries
- Use the eBudde pending order process and appointment scheduling for all pick-ups
- Commit to set hours for troop pick-ups including at least one weekday evening and one weekend day
- Distribute cookies to troops, obtaining digital signatures for all transactions
- Accurately manage cupboard inventory, both physical and in eBudde
- Complete and submit physical inventory reports to Product Programs team by deadlines or when requested
- Facilitate return of remaining cookies to Council after cupboard closing
- Follow cupboard safety guidelines
- Assist fellow cupboard managers with cookie inventory needs to minimize final inventories
- Evaluate the program and make recommendations

**Qualifications:**
- Meet GSUSA adult membership requirements and be in good financial standing with Girls Scouts of Eastern Missouri
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Must have smoke-free, convenient space to store cookies outside of the home, i.e. garage
- Must have reliable Internet connection, email address and computer/tablet for processing transactions and communications
- Comfortable communicating with adults and motivating them to comply with policies and procedures

**Training Required:**
- Cookie Cupboard Manager Training
- Assigned eBudde training modules