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 about Cookie Program procedures
• Commit to set hours for troop pickups including at least one weekday evening and two weekend day shifts
• Receive and verify cookie cupboard deliveries
• Use the eBudde pending order process and appointment scheduling for all pickups
• Distribute cookies to troop pickup volunteer and instruct on how to confirm their order upon pickup
• Accurately manage cupboard inventory, both physical and in eBudde
• Complete and submit physical inventory reports to Product Programs team weekly deadline and when requested
• Facilitate return of remaining cookies to Council after cupboard closes
• Follow cupboard safety guidelines
• Assist other cupboard managers with cookie inventory needs to minimize final inventory
• Evaluate the program and make recommendations to Product Programs staff

Qualifications:
• Meet GSUSA adult membership requirements, including current membership and current approved background check
• No current “No Funds Handling” restriction and good financial standing with Girl 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 living space, i.e. garage (outside of living space recommended; not required)
• Must have reliable Internet connection, email address and computer/tablet for processing eBudde transactions and for communications
• Comfortable communicating with adults and motivating them to comply with policies and procedures
Training Required:

- Cookie Cupboard Manager Training (annual)
- Assigned eBudde training modules