

ROLE DESCRIPTION

Title: **Cookie Cupboard Manager**

Purpose of the position: To serve as a host and record keeper of additional cookies with the purpose of distribution to troops needing additional cookies during the Cookie Program.

Accountability: Appointed by and accountable to the District Cookie Manager.

Staff/ Department: Director, Product Sales & District Cookie Manager

Terms of appointment: One year, may be reappointed. Major work of this position is during the months of February and March.

Time Commitment: 80 hours per year

Responsibilities:

- Attends required Cookie Cupboard Training; becomes knowledgeable in Cookie Program procedures
- Orders, receives, and insures adequate numbers and varieties of cookies for Troop Cupboard transactions
- Distributes cookies to troops, obtaining requisite signatures and distributing required receipt for all transactions
- Uses Internet website to record all transactions accurately and daily
- Is willing to assist fellow Cupboard Managers with inventory needs in order to minimize final inventories
- Completes and submits appropriate paperwork and reports to Director, Product Sales by published deadlines
- Facilitates the return of cookies to Council Cupboard according to scheduled closing date
- Maintains receipt copies for six months after Cookie Program
- Completes evaluation of the Cookie Cupboard process

Requirements of the position:

- Membership in GSUSA
- Abides by national and local Girl Scout policies, standards and procedures
- Must have Internet connection and email address for order entry and communications
- Must have a smoke-free, convenient space to store at least 160 cases of cookies
- Must have flexible hours for troop pickups

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting
- Cookie Cupboard Training