

POSITION DESCRIPTION
Product Programs

Title: **Peanut Pantry Manager**

Purpose of the position: To serve as a host and record keeper of additional fall products with the purpose of distribution to troops needing additional fall products during the Fall Product Program

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

Staff: Director, Product Programs

Term of appointment: One year, may be reappointed. Major work of this position is during the months of November and December

Responsibilities:

- Receives pantry packet and becomes knowledgeable in program procedures and software
- Receives and insures adequate numbers and varieties of fall products for troop pantry transactions
- Distributes fall products to troops, obtaining requisite signatures and distributing required receipt for all transactions
- Email address and internet access to record all transactions accurately and daily
- Willingness to assist fellow pantry managers with inventory needs in order to minimize final inventories
- Complete and submits appropriate paperwork and reports to Director, Product Programs by published deadlines
- Facilitates the return of fall products to council according to scheduled closing date
- Maintains receipt copies for 6 months after Fall Product Program
- Completes evaluation of the Peanut Pantry process

Requirements of the position:

- Membership in GSUSA
- Must be in good financial standing
- Abides by national and local Girl Scout policies, standards, and procedures
- Must have a smoke-free, pet free, convenient space to store fall products
- Must have flexible hours for troop pick-ups

Knowledge and skills required:

- Ability to work with girls and adults
- Good interpersonal skills
- Knowledge of geographical area
- Good organizational skills