Cookie Cupboard Manager

PURPOSE OF POSITION: To manage the receipt, storage and distribution of cookies to Troops/Groups**.**

TERM: Appointed by the GSOC Product Program Director for duration of the program.

TIME COMMITMENT: January to mid-March 3–5 days per week, schedule flexible

ACCOUNTABLE TO: GSOC Product Program Director

SUPPORTED BY: Product Program Team

RESPONSIBILITIES:

- Participate in Cookie Cupboard Management training.

- Direct the operation of the Cupboard within the assigned area and provide space to house product.

- Take delivery of cookies as needed throughout the program.

- Confirm each troop's order, pick-up date and time via email.

- Distribute cookies during set published hours and days.

- Enter and commit all transfers of cookies in the cookie software within 24-48 hours after Troop pick-up.

- Complete daily inventory, balancing cookies in hand with inventory count maintained in cookie software.

- Maintain **daily** communication with the Product Program team during program period to always ensure adequate stock and balanced inventory on hand.

- Record any damaged cookies received into cookie software.

- Assist with cookie movement between Cupboard locations as needed.

- Complete end of program final reports to be submitted with receipts when Cupboard is closed.

- Completes all GSOC registration requirements and training required for this role

QUALITIES REQUIRED:

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.

- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity and impartiality in dealing with Service Unit personnel issues.

- **Ability to Foster Diversity:** Understands and embraces differences.

- **Communication Skills:** Expresses ideas clearly and concisely.

- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility and dependability for girls and a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC