

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