



Cookie Cupboard Manager Position Description 2016-2017

Partnership: Service Teams work in partnership with GSEIWI to create extraordinary Girl Scouting experiences for girls, adults and their local communities. We have created this team position description to ensure that we partner with only the highest quality of individuals to represent Girl Scouts.

Supported By: Product Sales Staff

Key Responsibilities:

Cookie Cupboard Training

- Attend required training to become familiar with the procedures and objectives of the sale.
- Once attendance is completed, the Cookie Cupboard Manger will be granted access to the online cookie sale management system eBudde.

Cookie Cupboard Delivery

- Reserve, set-up, and monitor the cookie cupboard delivery station.
- Accept delivery of cupboard initial order. Product order must be verified and signed for.
- Accept delivery of re-orders weekly – deliveries occur on Thursdays or Fridays during the day.
- Orders that are less than 150 cases may need to be picked up.

Cookie Cupboard Management

- Must have internet access in order to maintain accurate records and enters cookie transfers online on a daily basis.
- Meet all deadlines as required for the cookie sale.
- Communicate effectively with other volunteers and cupboard managers and reinforce GSEIWI pending order procedures for cookie cupboards. This includes enforcing order restrictions set up by council.
- Manage cookie cupboard inventory down to zero (or very few cases) by the end of the sale. Product will be returned to council or another cupboard by the date set by the product sales staff.
- Abide by the cupboard closing date communicated by the product sales staff.

Thank you for your commitment!