

JOB DESCRIPTION

Title: Council Cookie Cupboard Employee

Job Objective: To ensure an effective and convenient distribution of cookies

Requirements: Functioning email address
Ability to lift up to 20 lbs at one time
Ability to work in harsh weather conditions

Reports To: Council Cookie Cupboard Manager

Accountabilities: Provide friendly, courteous service to the Girl Scout volunteers, distribution employees and warehouse owners/managers

Efficiently distribute cookies to troops for booth sales and additional orders

Accurately complete all paperwork with regard to each transaction

Follow all guidelines to determine those who can pick up cookies

Follow all safety rules and guidelines set forth by the Cupboard Manager

Attend appropriate training

Submit weekly time sheets to the Cupboard Manager

Contact productprogram@gsoh.org for more information or for an employment application.