

JOB DESCRIPTION

Title:	Council Cookie Cupboard Manager
Job Objective:	To ensure effective and convenient distribution of cookies from the Council cookie cupboards to volunteers
Requirements:	Functioning email address Ability to lift up to 20 lbs at one time Ability to work in harsh weather conditions
Reports To:	Product Program Team
Accountabilities:	Attend appropriate training Train and supervise cupboard employees Create cupboard employee schedule and ensure cupboard has adequate coverage at all times Ensure friendly, courteous service to the Girl Scout volunteers, distribution employees and warehouse owners/managers Receive shipments from bakery distributor and other cupboards Utilize vendor software (eBudde) to keep accurate records of all transactions as they occur Utilize the "Pending Order" feature on vendor software (eBudde) Maintain constant inventory control of cookies and contact the Senior Manager, Product Program Operations with requests for additional product as needed Take an inventory count daily and keep a written record of the date and each kind of cookie Submit all time sheets weekly

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