

COOKIE CUPBOARD MANAGER

PURPOSE	APPOINTED BY AND ACCOUNTABLE TO	TERM
Coordinate all aspects of cookie cupboard management during the GS Cookie Program	Council Product Manager	One Product Program

--

RESPONSIBILITIES	<p>Program</p> <ul style="list-style-type: none"> Promote entrepreneurship progression and product program participation as the key to funding GS experiences and support troops to do the same. Attend the SU Cookie Kickoff hosted by the Council Product Team and complete relevant learning modules. Partner with your SU team to review with troops how to access cupboard availability information, how to pend orders and share our 'no return' guidelines during the SU's Troop Cookie Kickoff. <p>Operations</p> <ul style="list-style-type: none"> <i>Troop support:</i> <ul style="list-style-type: none"> Stay up-to-date on all communication and resources provided – troop and SU product guides, Volunteer Learning Portal, Product team's weekly communications. Establish and publish hours of availability which meet the needs of troops. Provide extra inventory management assistance to new troops and troops with excess inventory. Help facilitate troop-to-troop transfers as needed. <i>Inventory management:</i> <ul style="list-style-type: none"> Ensure your cupboard space is clean, dry, smoke and pest-free, secure and safe. Properly care for and handle product on behalf of GSNorCal. Ensure product is available to support all GSNorCal girls selling – regardless of SU. Coordinate deliveries to and transfers from cupboards as needed. Maintain accurate receipting and inventory counts. <i>Database management:</i> <ul style="list-style-type: none"> Record transactions in eBudde by the end of each cupboard 'open for business' day. Ensure troops pend orders in eBudde and eBudde reflects actual inventory at all times. Communicate and coordinate with other Cookie Cupboards for inventory needs and transfers. <p>Conflict Resolution</p> <ul style="list-style-type: none"> Model commitment to the Girl Scout Promise, Law, and philosophy: <i>Fair</i> may mean something different to each person involved. Be adaptable and willing to listen: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments. Problem-solve with troops using patience and sensitivity with volunteers and parents. Maintain consistent communication with your Council Product Manager, especially regarding ideas or issues that arise.
------------------	---

QUALIFICATIONS & CORE COMPETENCIES	<ul style="list-style-type: none"> Be a registered Girl Scout volunteer with approved GSNorCal background check clearance. Enjoy working with, celebrating and supporting all personalities and strengths of troop volunteers. Available on key program dates and have reliable access to a computer and internet. Strong planning and organizational skills, with time and willingness to carry out responsibilities. Accuracy and attention to detail in working with product, money and database. Flexible and diplomatic, with good communication skills and available by phone and/or email.
------------------------------------	---

--

Service Unit #/Name		Term begins on: _____ and ends on _____	
SU Volunteer Email		Cell Phone	
SU Volunteer (print)		Appointed by (print)	
Signature	Date	Signature	Date