



Cookie Cupboard Auditor

Your Commitment

- Complete all required position-specific training.
- Ensure availability during key program periods, especially during high-demand times.

Your Impact

By monitoring and supporting the cookie cupboard clerk in maintaining an accurate inventory of cookie cupboards you help to support all entrepreneurs throughout the council.

**This role is not designated for Service Unit volunteers.*

Primary Responsibilities

- Conduct daily cupboard checks, inventory balance, and issue reporting.
- Service approximately 5-6 cupboards.
- Dedicate 4-5 hrs per week to carry out cupboard auditing responsibilities.

Qualifications

- Must be a registered member of Girl Scouts and have passed a background screening.
- Knowledge of accounting, inventory management, problem-solving, leadership.
- Approachable, friendly, and understanding of the benefits of the cookie program.
- Familiarity with or willingness to learn how to use provided tools, platforms, and resources.
- Access to a computer and the internet.
- ***Willing to abide by the GSNorCal Culture Code and commit to the practices of anti-racism, anti-oppression and gender-expansive inclusivity.***

Ongoing Tasks

- Maintain accurate and up-to-date daily records of all inventory movements by checking the receipts provided by cupboard clerks, including deliveries, distributions, transfers, and donations.
- Provide regular inventory balance reports to the council staff.
- Identify any issues or irregularities in inventory management, storage conditions, or distribution processes. Help cupboards solve balance issues
- Document issues comprehensively, including the nature of the problem, potential causes, and immediate corrective actions taken.
- Report issues promptly to the cupboard clerk and council staff, providing recommendations for resolution.
- Provide guidance and training to cupboard clerks and volunteers on effective inventory management techniques and procedures.

Encouraging Community Engagement

- Volunteers will contribute to the Entrepreneurship Program by indirectly managing the cookie program behind the scenes.
- They can gain valuable experience in accounting, auditing, and management, which can be added to their resumes, while also supporting the development of young girls.