



Cookie Cupboard Clerk

Your Commitment

- Complete position-specific training as required.
- Attend council service unit cookie kick-off.
- Ensure that you are available during key program time periods, especially during high demand times.

Your Impact

Guiding volunteers to successfully manage their cookie inventory builds a supportive community network, encouraging youth engagement and goal achievement. In this role you will also promote community engagement and foster a sense of giving back amongst Girl Scouts.

**Not designated for Service Unit volunteers.*

Primary Responsibilities

- Oversee all cookie handling procedures.
- Manage inventory and coordinate distribution and transfers.
- Maintain accurate records.
- Ensure compliance with all council guidelines.

Qualifications

- Must be a registered member of Girl Scouts and have passed a background screening.
- Approachable and friendly.
- Understanding of the benefits of the cookie program for Girl Scouts, troops, and the community.
- Familiarity with or awillingness to learn how to use tools, platforms, and resources provided, and access to a computer and 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

- Secure and maintain a clean, dry, smoke- and pest-free, cupboard
- Handle cookies with care to maintain product integrity.
- Ensure the security of the space to prevent theft or damage.
- Maintain accurate inventory counts and signed receipts for all transactions.
- Verify accuracy and record transactions daily in smartcookie.
- Establish and publish availability hours for cupboard pick-ups in smartcookie.
- Facilitate cookie exchanges, troop-to- troop transfers, and cupboard transfers as needed.
- Ensure equitable access to cookie inventory for all troops.
- Assist local troops in donating remaining inventory using product donation forms and forward donationreceipts to council staff promptly.
- Encourage and facilitate partnerships between troops to meet mutual inventory and sales goals.
- Communicate effectively with troop and SU volunteers, and council staff.

Encouraging Community Engagement

- Include and support Independently Registered Girl Scouts (Juliettes) throughout the program.
- Problem solve with troop volunteers, SU team, and council staff with patience and sensitivity.
- Include troops in identifying appropriate community partners to receive care to share donations.