

Name of Position	Service Unit Product Program Manager – Cookie Cupboard
Annually Appointed By	Service Unit Manager (in collaboration with the Volunteer Support Staff)
Must have good working relationship with the following council staff teams and maintain regular two-way communication	Volunteer Support Staff Product Program Customer Care
Role Description	Facilitates ongoing cookie distribution for the service unit during the annual Cookie Program.
Role Responsibilities	<ul style="list-style-type: none"> • Be available during cookie season. • Work cohesively with the Service Unit Product Program Manager – Cookies to ensure a successful troop experience. • Attend cupboard training. • Is the point person for questions about cupboard inventory. • Must be able to provide a temperature-controlled, pest and odor-free space for cases of cookies. Must live in a non-smoking household. • Household pets must not have direct access to cookies. • Distribute cases of cookies to troops and completes timely transfers in the system for the troops. • Communicate with regional or council cupboards and must return unsold products by the established due date. • Access Looker for reports, as needed. • Able to check email and Facebook regularly through the product program season and answer questions within 24-48 hours. • Participation in the Product Program Facebook group for networking with other volunteers is encouraged but not required.
Requirements	<ul style="list-style-type: none"> • Must be a registered member of GSUSA. • Must pass a criminal background check. • Must complete all required safety and position training. • Able to demonstrate leadership, organizational, and presentation skills.