



**POSITION DESCRIPTION
COOKIE TEMP**

Department: Product Sales	FLSA STATUS: Non-Exempt - Full Time
Reports to: Director of Retail & Product Sales	Location: Wappingers Falls, NY
SALARY RANGE: \$15-\$16/hour	February, 2024

The Cookie Temp is responsible for the coordination and support of the GSHH cookie Cupboard management. She/he ensures product sale program implementation supports the GSHH’s program plan, is consistent with GSUSA guidelines, incorporates designated leadership outcomes and supports council strategic business objectives. The Cookie temp provides support in mapping out and coordinating logistical support, engaging and supporting volunteers, ensuring adherence to safety and risk management guidelines, and maintaining materials and inventory.

JOB RESPONSIBILITIES:

- Supervises the day-to-day Cookie Cupboard operations; ensures the accuracy of all product sales transactions and the safeguarding of assets
- Manages inventory and logistics at the assigned cupboard with both distributions and collections
- Commitment to the Girl Scouts’ mission and Girl Scouts membership is required
- Ability of a flexible schedule due to occasional weekend shop hours and weekend events

REQUIREMENTS:

Skills

- Have the ability to give, receive, and analyze information, formulate work plans, prepare written materials, articulate goals, and action plans
- Must possess excellent interpersonal and communications skills to effectively to work with all levels within the organization, with volunteers and with the public.
- Bilingual skills in Spanish a plus
- Must be well organized, self-directed as well as a team player
- Strong work ethic, unquestionable reputation for honesty and integrity
- Must have the ability to maintain utmost confidentiality at all times
- Candidates should have basic data entry, Excel and Word skills.
- Candidates should understand and embrace the concept of quality customer service.
- Candidates should offer us some flexibility in work scheduling to allow for some evening hours and Saturday hours as needed to maintain quality customer service.

Physical Demands

- Able to lift up to 25 lbs
- Extensive time sitting and bending

Computer Skills

- Proficiency in Microsoft Office Suite including Word, PowerPoint, Excel, and Outlook
- Proficiency in Product Sales databases, preferably Ebudde, M2, and DOC

Travel

- Must be able to travel to other offices, possess own car and valid driver’s license, on an as needed basis