



**CUPBOARD MANAGER  
POSITION DESCRIPTION & AGREEMENT  
2010 Fall Product Program**

*Complete and return to Council Product Sales Administrator*

Name \_\_\_\_\_ Service Unit \_\_\_\_\_

Email (required for GreenBeans) \_\_\_\_\_

GreenBeans Screen Name (returning mgrs only) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ (cell) \_\_\_\_\_

**Accountable to:** Service Unit Manager (SUM) and Council Product Sales Administrator (PSA)

**Time Commitment:** Late October to November is the most concentrated time commitment.

**Function:** To assist in the coordination of volunteer run and/or Council managed cupboard as directed by SUM or PSA

**Duties & Responsibilities:**

- Attend Fall Product Program and GreenBeans software trainings provided by GSGLA
- Supervise and coordinate cupboards at assigned site(s)
- Cupboard location should be easily accessible, clean, well lit, free of stairs, watertight and insect/rodent free
- Maintain inventory control and appropriate number of able bodied volunteers at cupboard locations
- Enter data of troop cupboard transactions into web-based software system (GreenBeans) daily
- Process product exchanges in strict compliance with Council policy
- Submit suggested cupboard reorders to PSA in a timely manner to maintain sufficient but not excessive quantities on hand based upon reservations and sale projections
- Communicate regularly with volunteers, SUM and PSA
- Assist in training of cupboard volunteers
- Adhere to all GSGLA cupboard guidelines and deadlines as outlined in the Service Unit Fall Product Program Guide

**Qualifications:**

- Current registered member of GSUSA
- Adherence to the mission and principles of Girl Scouting
- Strong attention to detail, be well organized and maintain accurate records
- Accessible to computer, internet, email and telephone
- Willingness to follow through, meet deadlines and be accessible to PSA
- Ability to work with diverse groups and a strong desire to motivate and support girls, parents and troops participating in the Fall Product Program is a must

I accept the duties and responsibilities of the position of Cupboard Manager as outlined above and agree to act as a Cupboard Manager in the 2010 Fall Product Program. The location of the Cupboard for which I am assigned is:

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_