

Service Unit Nut Sale Manager Job Description

Summary of Responsibilities:

This position is accountable for managing all aspects of the spring product sale within the Service Unit, ensuring that every troop has the opportunity to participate and that all deadlines are met.

Accountabilities:

The Service Unit Nut Sale Manager is appointed by and responsible to the S.U. Manager for the sale and agrees to:

1. **Register** as a member of Girl Scouts of the USA
2. **Attend** Council sponsored Nut Sale training.
3. **Set Up** one or more Service Unit Nut Sale Trainings.
4. **Interpret & Promote** the sale as a valuable program activity for girls that also provides important funding for troop programs.
5. **Contact & Train** Troop Nut Sale Manager and leaders so that they understand:
 - a) their role in training girls
 - b) forms - how to complete them
 - c) important dates - when orders and money are due.
6. **Tally** all troop orders by computer using *Excel* and submit Service Unit order to council by deadline. Arrangements can be made to enter data on a computer at the council office if *Excel* is not available on the home computer.
7. **Arrange** for delivery station for nuts within the Service Unit.
8. **Cross-reference and Record** sisters' troop numbers using information from the Troop Program Reports, Troop Nut managers and permission slips.
9. **Collect** troop checks and verify deposits to troop account.
10. **Notify** Council product Sales Manager of any discrepancies before depositing troop checks into Council Account. Turn in Council Account deposit receipts to Council.
11. **Accept** delivery of and distribute "Thank You Gifts" (stuffed animals, patches, etc.)
12. **Return** to Council written evaluation form following completion of sale.