

POSITION DESCRIPTION

Position:	Backcountry Commissary Clerk
Department:	Commissary
Reports To:	Camp Director and Backcountry Commissary Manager
Desired Availability:	May 16 – August 21

Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Backcountry Commissary Clerk is responsible for cheerfully and willingly serving as a member of a specific commissary camp, whose objective is to serve the campers and advisors who come to Philmont. Your primary duty is to help make the distribution of trail food at your camp meet the expectations of those who participate and help fulfill the entire workload of the camp. You are directly responsible to the Camp Director and the Backcountry Commissary Manager of your camp.

Primary Duties & Responsibilities

- At the direction and supervision of the Camp Director or Camp Commissary Manager, participate in the specialized program and trail food distribution training during staff training week
- Become thoroughly familiar with the full trail food menu so that you can answer questions regarding dietary needs
- Receive, organize, and distribute trail meals from the commissary to participants
- Record inventory of commissary stock daily and report appropriately to supervisor
- Keep the commissary clean and organized in accordance with federal, state, and local laws regarding health, sanitation, and safety
- Provide cheerful, helpful, and efficient service to all Philmont participants and staff
- When possible, solve participant needs and concerns; when not possible, guide them to someone who can
- Under the direction of the Camp Director or Camp Commissary Manager, continue on-the-job training throughout the season, sharing your expertise with fellow staff members and learning theirs through cross training
- Other duties as assigned

Qualifications/Experience

- Strong communication and interpersonal skills applied in team driven environments
- Strategic planning and execution
- Ability to problem solve and make decisions
- Ability to function well in a high-paced and at times stressful environment
- Supply chain/distribution/retail experience suggested
- Staff working at Apache Springs, Phillip's Junction, Zastrow, Miner's Park, Cimarroncito, Sawmill, Ponil, Baldy Town, and Ring Place must be a New Mexico Certified Food Handler. Instructions for course completion are sent in your staff packet. More information is available at: <http://newmexico.foodhandlerclasses.com/>
- Prior Philmont participant and staff experience will prove beneficial

Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Backcountry commissaries are based in remote locations and may not have cell service or other amenities

Additional Information

Backcountry Commissary Clerks will report directly to the Backcountry Commissary Manager for all commissary matters and directly to the Camp Director for all other camp related responsibilities.

Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 8/17/2020