

## POSITION DESCRIPTION

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<b>Position:</b>	Base Camp Commissary Manager
<b>Department:</b>	Commissary
<b>Reports To:</b>	Full-Time Commissary Manager
<b>Desired Availability:</b>	May 15 – August 22

### 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

Philmont is looking for someone to take a hands-on operations role at its fast-paced food distribution center, the Gold Nugget Commissary. The Commissary Manager will be responsible for all distribution to and from the commissary – the central location of food deliveries and production at Philmont. This person is a creative problem-solver with a background in distribution/logistics, ready to develop a highly motivated team of dedicated Scouters.

This is a rare chance to join a well-orchestrated team that prides itself on literally delivering the experience at the best Scouting Facility in the world!

### Primary Duties & Responsibilities

- At the direction and supervision of the Full-Time 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
- Oversee and schedule all teams operating in the Commissary
- Responsible for proper and timely distribution of commissary orders to all facilities
- Record and manage inventory levels of food, trail meals, and supplies and communicate needs immediately to appropriate personnel
- Ensure that all refrigeration and freezer units are temperature checked & recorded daily
- Oversee the operations of the Commissary Meat Market
- 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

- Under the direction of the Full-Time Commissary Manager, continue on-the-job training throughout the season, sharing your expertise with fellow staff members and learning theirs through cross training
- Write and deliver evaluations of your subordinate staff members at mid-season and end of season
- Other duties as assigned

### Qualifications/Experience

- Supervisory and leadership skills
- Strong communication and interpersonal skills applied in team driven environments
- Ability to prioritize tasks and to delegate them when appropriate
- 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
- Proficient computer skills and familiarity with Microsoft Office 365 programs
- 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/or 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
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org).

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*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