

POSITION DESCRIPTION

Position:	Commissary Office Assistant
Department:	Commissary
Reports To:	Commissary Manager
Desired Availability:	May 26 – 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

The Commissary Office Assistant will be a critical part of the Commissary operation focusing primarily on administrative tasks that support all members of the Commissary staff. Under the general direction of the Commissary Manager, the Commissary Office Assistant is directly responsible for all forecasting, analyzing, inventory management, and procurement processes as they relate to the Food Service Department.

Primary Duties & Responsibilities

- Provides administrative support to the Commissary Manager
- Greet visitors in a professional manner, provide visitors with information and direct them accordingly
- Answer phone calls and direct callers to the appropriate party
- Coordinate purchases, deliveries, and special requests for various Philmont staff or participants
- Follow appropriate documentation policies
- Perform administrative support tasks, including file management and drafting and proofreading correspondences
- Keep the commissary clean and organized in accordance with federal, state, and local laws regarding health, sanitation, and safety
- Other duties as assigned

Qualifications/Experience

- Relevant experience in an office setting preferred
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills
- Strong attention to detail

- Proficient computer skills, ability to operate general office equipment, and familiarity with Microsoft Office 365 programs
- Ability to function well in a high-paced and at times stressful environment
- 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/>

Physical Requirements & Work Environment

- May be asked to remain stationary (sitting or standing) majority of workday
- Subject to repetitive movements while operating a computer and other office equipment

Additional Information

Send inquiries to philstaff@scouting.org.

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