

POSITION DESCRIPTION

Position:	Custodial Services Manager
Department:	Custodial Services
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Base Camp Manager
Desired Availability:	May 15 – August 31

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- 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 complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- 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 Custodial Services Manager is responsible for providing training and leadership to the custodial staff. They will schedule staff to ensure facilities within base camp remain clean, tidy, and properly stocked. This includes sweeping, mopping, spraying and/or wiping down clean shower houses, bathrooms, and meeting rooms as well as taking out trash and recycling.

Primary Duties & Responsibilities

- Provide leadership and training to seasonal base camp custodial staff
- Develop weekly schedules for base camp custodial staff
- Ensure safe & proper use of cleaning equipment, chemicals, and supplies by staff in the custodial department
- Ensure compliance with all policies & procedures as laid out in the Philmont Seasonal Staff Handbook and supporting documents
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- 21 years of age or older
- Experience using commercial cleaning equipment and solvents
- Ability to drive UTVs and full-size vehicles legally and safely

Physical Requirements & Work Environment

- Ability to understand and follow written and verbal communications, instructions, and procedures in English

- Ability to read, understand, follow, and enforce safety procedures
- Considerable physical activity requiring ability to manipulate cleaning equipment including hand tools, hoses, vacuums and related equipment
- Ability to lift and manipulate heavy objects up to 50 pounds
- Exposure to potentially hazardous materials which requires following basic safety precautions
- Exposure to extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises

Additional Information

This position requires hard, but essential work and involves a higher starting salary and more generous days off schedule than most other positions responsible for similar size departments.

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

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: 12/16/2021