

Philmont has an opening for a Food Service. Please share with anyone you think might be interested.

Position: Food Service Assistant

Department: Food Service

Position Location: Philmont Scout Ranch, Cimarron NM

Position Grade: Non-Exempt, Grade 3

Introduction:

Philmont Scout Ranch is seeking an enthusiastic, self-motivated, individual to give direction to the food service team. The ideal candidate will have experience in scheduling, training, and managing staff, record keeping, ordering supplies, keeping an inventory of assets, and be proficient in computer use.

Job Overview:

This position will provide a quality meal-time experience for our staff and participants in the dining halls. They will give leadership to over 120 seasonal staff throughout the heavy summer season.

Responsibilities:

- Manage schedule for proper execution of all dining hall meals between the CHQ and PTC food service facilities.
- Train all staff annually on appropriate food safety measures and Philmont food service processes.
- Maintain an adequate inventory of all food components, cleaning supplies, and general supplies required to operate the dining halls on a regular basis.
- Manage purchase orders through the online Purchase Control Order system and the Commissary website for ordering chemicals, supplies, and food.
- Work with all other relevant departments to coordinate accurate meal forecasts for participants, events, and staff meals.
- Evaluate each of the seasonal staff members on a regular basis to ensure training and growth in their positions.
- Report maintenance concerns into the Fixx system or through the appropriate maintenance representative.
- Ensure a high degree of customer satisfaction through customer engagement while in the dining rooms.
- Other duties as assigned.

Qualifications / Experience:

- High School diploma or GED preferred.
- Previous supervisory experience and knowledge of food safety standards and use of equipment is preferred.
- Ability to collaborate, inspire and hold food service employees accountable, including the seasonal staff.
- Food Service Manager certified or able to acquire the certification by the state of New Mexico.
- Preference given to applicants with a strong understanding of the Philmont and BSA brand.
- Must be able to communicate with internal and external customers.
- Great attention to detail, highly organized with multi-tasking experience.

Compensation:

This position is a 40-hour week, non-exempt position with a salary range beginning at \$32,000 annually based on experience. The National Council, Boy Scouts of America is an equal opportunity employer. In addition to offering a competitive annual salary; the BSA offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, and a 403-B retirement investment plan. We also offer generous PTO and 11 holiday observances.

How To Apply:

Interested candidates please email a cover letter, résumé and National BSA Application to: philmont.hr@scouting.org. The subject line of the email should state **Food Service Assistant**. Applications will be accepted through August 5th, 2022.