

POSITION DESCRIPTION

Position:	Backcountry Assistant Cook
Department:	Backcountry
Reports To:	Camp Director
Desired Availability:	May 20 – 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 Assistant Cook is responsible for cheerfully and willingly serving as a member of a specific camp, whose objective is to serve the staff, campers, and advisors who come to Philmont. The primary duty is assisting the head cook in providing food service duties to the staff of your assigned camp. This includes menu preparation, health and sanitation, food preparation, food ordering and inventory management, and proper record keeping. This position is directly responsible to the Camp Director of the camp.

Primary Duties & Responsibilities

- Directly responsible to the Camp Director at assigned camp
- Complete training as required by Philmont Food Service department, and camp specific training
- Assist the Camp Cook in developing a well-balanced and healthy menu ensuring dietary needs and allergies are taken into consideration
- Responsible for assisting the Head Cook in maintaining proper food inventory levels, timely ordering, and efficient use of resources
- Keep work area clean, neat, sanitized, and adhere to all rules of health and sanitation
- Be alert to make full use of all food. Leftovers from previous meals should be worked into menu when feasible
- Follow prepared menus closely. Make substitutions on prepared menus only when the necessary items cannot be obtained
- Request and prepare special foods requested through the commissary as needed (Such as needs for dietary restrictions, allergies, medical, or religious needs)
- Treat all people with whom you encounter respect; set an example for all scouts and visitors on and off the ranch

- Be constantly alert to camp health and sanitation; Take proper steps to either clean up or report any conditions detrimental to camp health and sanitation
- Keep yourself and living quarters neat and clean
- Wear prescribed uniform while on duty
- Be responsible for ensuring all meals are ready on time with no delays
- Ensure all temperature charts, logs, sanitation charts, etc. are completed daily or more frequently as required by specific charts
- Responsible for the kitchen and cooking operations of the camp in the absence of the Head Cook
- Willingly accept all other job assignments delegated to you by the Camp Director or Head Cook to make certain that the entire camp runs smoothly and efficiently

Qualifications/Experience

- Must complete training to become a certified food handler by the state of New Mexico (training details provided with staff packet)
- Ability to function well in a high-paced and at times stressful environment
- Previous Philmont backcountry staff experience preferred but not required
- Experience in food service jobs, cooking for large groups, or extensive cooking experience required

Physical Requirements & Work Environment

- The Assistant Cook position operates out of specific backcountry camps and prepares the meals for the staff at these larger camps (Beaubien, Clarks Fork, Ponil)
- Physically able to hike and meet Philmont backcountry participation requirements
- Hiking will also be required to assist the camp in managing the Area of Responsibility for campsite inspections, emergency response, crew support, etc.
- Must be able to lift and handle materials up to 70 lbs.

Additional Information

Send inquiries to 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: 8/18/2020