

## POSITION DESCRIPTION

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<b>Position:</b>	Backcountry Commissary Clerk
<b>Department:</b>	Commissary
<b>Salary Level:</b>	I (General Staff)
<b>Default Housing:</b>	<i>Backcountry (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Backcountry Camp Director
<b>Desired Availability:</b>	May 27 – August 20

### 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 Backcountry Commissary Clerk is responsible for cheerfully and willingly serving as a member of a specific commissary camp, whose objective is to serve the campers and advisors who come to Philmont. Your primary duty is to help make the distribution of trail food at your camp meet the expectations of those who participate and help fulfill the entire workload of the camp. You are directly responsible to the Camp Director and the Backcountry Commissary Manager of your camp.

### Primary Duties & Responsibilities

- At the direction and supervision of the Camp Director or Camp 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
- Receive, organize, and distribute trail meals from the commissary to participants
- Record inventory of commissary stock daily and report appropriately to supervisor
- 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
- When possible, solve participant needs and concerns; when not possible, guide them to someone who can

- Under the direction of the Camp Director or Camp Commissary Manager, continue on-the-job training throughout the season, sharing your expertise with fellow staff members and learning theirs through cross training
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Strong communication and interpersonal skills applied in team driven environments
- 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
- Staff working at Apache Springs, Phillip's Junction, Zastrow, Miner's Park, Cimarroncito, Sawmill, Ponil, Baldy Town, and Ring Place 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 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 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations
- Must be willing and capable of hiking into and out of camp for days off. May have to hike anywhere from 2 to 12 miles to get back to Base Camp or a Trailhead
- Backcountry commissaries are based in remote locations and may not have cell service or other amenities

### Additional Information

Backcountry Commissary Managers will report directly to the Camp Director for all matters. Please send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

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:** 7/9/2022