

## POSITION DESCRIPTION

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<b>Position:</b>	Backcountry Cook
<b>Department:</b>	Backcountry Program
<b>Salary Level:</b>	II (Specialists/Foremen)
<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 21

### 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 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. Your primary duty is 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.

### Primary Duties & Responsibilities

- Complete training as required by Philmont Food Service department, and camp specific training.
- Develop a well-balanced and healthy menu ensuring dietary needs and allergies are taken into consideration.
- Responsible for maintaining proper food inventory levels, timely ordering, and efficient use of resources.
- Keep your work area clean, neat, and 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 come in contact with 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.
- Be responsible for ensuring all meals are ready on time with no delays.
- Willingly accept all other job assignments delegated to you by the Camp Director in order to make certain that the entire camp runs smoothly and efficiently.
- Ensure all temperature charts, logs, sanitation charts, etc. are completed daily or more frequently as required by specific charts
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by the time of employment
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Cooking experience suggested
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you've been hired. <http://newmexico.foodhandlerclasses.com> Click on the link to begin the training

### 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 sitting, walking, bending, stooping, kneeling, or crouching
- 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

### Additional Information

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