

## POSITION DESCRIPTION

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<b>Position:</b>	Base Camp Commissary Manager
<b>Department:</b>	Commissary
<b>Salary Level:</b>	V (Administrator/Professional)
<b>Default Housing:</b>	<i>Roofed-PTC (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Commissary Director
<b>Desired Availability:</b>	May 15 – August 22

### 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

Philmont is looking for someone to take a hands-on operations role at its fast-paced food distribution center, the Gold Nugget Commissary. The Commissary Manager will be responsible for all distribution to and from the commissary – the central location of food deliveries and production at Philmont. This person is a creative problem-solver with a background in distribution/logistics, ready to develop a highly motivated team of dedicated Scouters.

This is a rare chance to join a well-orchestrated team that prides itself on literally delivering the experience at the best Scouting Facility in the world!

### Primary Duties & Responsibilities

- At the direction and supervision of the Full-Time Commissary Director, 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
- Oversee and schedule all teams operating in the Commissary
- Responsible for proper and timely distribution of commissary orders to all facilities
- Record and manage inventory levels of food, trail meals, and supplies and communicate needs immediately to appropriate personnel
- Ensure that all refrigeration and freezer units are temperature checked & recorded daily
- Oversee the operations of the Commissary Meat Market

- 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
- Under the direction of the Full-Time Commissary Manager, continue on-the-job training throughout the season, sharing your expertise with fellow staff members and learning theirs through cross training
- Write and deliver evaluations of your subordinate staff members at mid-season and end of season
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Supervisory and leadership skills
- Strong communication and interpersonal skills applied in team driven environments
- Ability to prioritize tasks and to delegate them when appropriate
- 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
- Proficient computer skills and familiarity with Microsoft Office 365 programs
- Prior Philmont participant and/or staff experience will prove beneficial
- 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 75% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

### 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