

## POSITION DESCRIPTION

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<b>Position:</b>	Commissary Clerk
<b>Department:</b>	Commissary
<b>Salary Level:</b>	I (General Staff)
<b>Default Housing:</b>	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Commissary Manager
<b>Desired Availability:</b>	May 26 – 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 Clerk 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 plug into 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

- Seeing that the optimal customer service experience is achieved by ensuring excellent commissary appearance, maintaining high standards of organization and assisting customers with knowledge, empathy and sincerity.
- Be directly responsible to and report to the Commissary Assistant Manager.
- Be responsible for cleanliness/organization of the commissary and see that all state, federal and local laws as well as Boy Scouts of America rules pertaining to Health, Sanitation, and Safety are adhered to.
- Greet commissary customers when they arrive at the commissary in person, by phone or by radio. Determine their needs and service those needs as soon as possible.
- Be an integral part of the packing, picking, assembling and delivery teams.
- Take ownership of commissary orders to all facilities.

- Own and develop assembly processes. Work with the Inventory Specialist to ensure proper allocation of items in the inventory system, Inflow.
- Be responsible for notifying Inventory Specialist of low inventory items so that the orders may be placed.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.
- Accept with willingness any other job assignment given by Food Service Management to assure a successful operation at Philmont
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by 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
- Supply chain/distribution/retail 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 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 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