

POSITION DESCRIPTION

Position:	Commissary Office Assistant
Department:	Commissary
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Commissary Manager
Desired Availability:	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

The Commissary Office Assistant will be a critical part of the Commissary operation focusing primarily on administrative tasks that support all members of the Commissary staff. Under the general direction of the Commissary Manager, the Commissary Office Assistant is directly responsible for all forecasting, analyzing, inventory management, and procurement processes as they relate to the Food Service Department.

Primary Duties & Responsibilities

- Provides administrative support to the Commissary Manager
- Greet visitors in a professional manner, provide visitors with information and direct them accordingly
- Answer phone calls and direct callers to the appropriate party
- Coordinate purchases, deliveries, and special requests for various Philmont staff or participants
- Follow appropriate documentation policies
- Perform administrative support tasks, including file management and drafting and proofreading correspondences
- Keep the commissary clean and organized in accordance with federal, state, and local laws regarding health, sanitation, and safety
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Relevant experience in an office setting preferred
- Excellent organizational skills, ability to prioritize, and comfortable working independently

- Exceptional oral and written communication skills
- Strong attention to detail
- Proficient computer skills, ability to operate general office equipment, and familiarity with Microsoft Office 365 programs
- Ability to function well in a high-paced and at times stressful environment
- 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

- May be asked to remain stationary (sitting or standing) majority of workday
- Subject to repetitive movements while operating a computer and other office equipment
- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday

Additional Information

Send inquiries to 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