

## POSITION DESCRIPTION

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Position:	Commissary Truck Driver
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 9

### 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 Scouting 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 Scouting America Annual Health and Medical Record (Parts A, B, & C) 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 distribution role at its fast-paced food distribution center, the Gold Nugget Commissary. The Commissary Driver will be responsible for all distribution 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 be a part of 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 Commissary Manager, participate in the specialized program and trail food distribution training during staff training week
- Seeing that the optimal customer service experience is achieved by ensuring excellent commissary vehicle appearance, maintaining high standards of truck/paperwork organization and assisting all customers with knowledge, empathy and sincerity.
- Be responsible to and report to the Commissary Manager and Assistant Managers.
- Be responsible for proper distribution of commissary orders to all facilities and see that they are delivered at the proper time.
- 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.

- Bring out from back country camps: camp trash, recyclables, commissary boxes, mail and food orders as required. Assist all Philmont departments in transporting people and supplies as needed.
- Assist in the cleanliness of commissary and see that all state, federal, and local laws as well as Scouting America rules pertaining to health, sanitation, and safety are adhered to.
- Assist in filling commissary orders whenever assigned.
- Submit a completed Scouting America Health and Medical Form, meet Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.
- Take responsibility for the vehicle assigned to you daily. Accurately perform a daily inspection and communicate issues or concerns to management.
- Successfully complete the Philmont Driver Training Course and use the knowledge gained.
- Accept with willingness any other job assignment given by Food Service Management to assure a successful operation at Philmont.
- Be able to operate a standard transmission 4x4 vehicle in off-road conditions
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age prior to start of employment.
- Must be able to secure a Philmont driving permit and be 21 years of age prior to start of employment.
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-paced and at times stressful environment
- Supply chain/distribution/retail experience suggested
- Must be a New Mexico Certified Food Handler. Instructions for course completion are in your onboarding paperwork. More information is available at: <http://newmexico.foodhandlerclasses.com/>

### 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 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 Scouting 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:** 10/29/2024