

POSITION DESCRIPTION

Position:	Dining Hall Assistant Manager
Department:	Food Service
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Dining Hall Manager
Desired Availability:	May 1 – August 20

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

Support the Dining Hall Manager in giving leadership and direction to the Food Service operation and staff. Provide a quality dining experience to all participants and staff.

Primary Duties & Responsibilities

- Be responsible, and report to and take leadership and direction from the Dining Hall Manager. In the manager's absence, assume all responsibilities and duties.
- Help supervise and instruct members of meals to be served each meal and make sure accurate plate counts are recorded for each meal.
- Treat you crew, guests and advisors with respect and handle any problems that may arise respectfully.
- Be responsible for conduct of food service crew members in their living quarters and see that such quarters are kept clean and neat.
- Set an example for all staff members in dress, behavior and attitude. Wear either the official field uniform or official uniform provided while on duty. Field uniform is required at dinner meal.
- Be familiar with all paperwork i.e. itineraries, schedules, material requests, work orders, trading day forms, etc.
- Check in crews / participants before mealtime.
- Physically check all areas and doors before dining hall staff dismissal.
- Follow safety and sanitation guidelines set by the Environmental Department and Scouting America.
- All schedule changes must be made through Full Time food service management.

- Assist with other staff responsibilities as directed by the Dining Hall Manager to ensure that the mission of Philmont Scout Ranch is carried out.
- Responsible for end of the season final report as to how the summer went
- 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
- Food service experience suggested
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you start onboarding. <http://newmexico.foodhandlerclasses.com> Click on the link to learn more.

Physical Requirements & Work Environment

- 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, using hands and appliances, stooping, kneeling, or crouching

Additional Information

Send inquiries to 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 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: 10/31/2024