

POSITION DESCRIPTION

Position:	Dining Hall Manager
Department:	Food Service
Salary Level:	V (Administrator/Professional)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Food Service Director
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

Give leadership and direction to and be responsible for the operation of the dining hall and its staff.

Primary Duties & Responsibilities

- Be responsible and report to the Food Service Director. Cooperate with the Directors of Camping and Training Center in food service matters.
- Arrange work and time off schedule for the dining room staff. Managers must approve all schedule changes.
- Be responsible for the cleanliness of the dining rooms and see that all sanitation rules as required by state, federal, and local health agencies as well as Scouting America are adhered to.
- Prepare and submit all work orders to the appropriate maintenance department.
- Prepare and submit all material requests to the Food Service Director for approval.
- Be responsible for training new personnel and supervising members of the food service staff in their jobs.
- Project number 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.
- Check supplies daily and order as needed.
- Be familiar with all paperwork i.e. itineraries, schedule, material requests, work orders, trading day forms, etc.
- Physically check all areas and doors before dining hall staff dismissal.

- Be responsible for conduct of food service crew members in their living quarters and see that such quarters are kept clean and make weekly walk-throughs.
- Assist with other staff responsibilities as directed by the Food Service Director to ensure that the mission of Philmont Scout Ranch is carried out
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 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 75% 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