

## POSITION DESCRIPTION

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<b>Position:</b>	Dining Hall Staff
<b>Department:</b>	Dining Hall
<b>Salary Level:</b>	II (Specialists/Foremen)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Dining Hall Assistant Manager
<b>Desired Availability:</b>	May 20 – 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

Dining Hall Staff provide a quality dining experience to Philmont Scout Ranch participants and staff members in assisting in the operation of the Philmont Dining Hall.

### Primary Duties & Responsibilities

- Keep the food service lines and dining areas clean and orderly.
- Maintain any beverage machines and other food service stations in the dining area.
- Lead guests in the Philmont Grace when the dining halls open for each meal.
- Remove all garbage from the dining areas.
- Operate the food service serving lines.
- Alert the Dining Hall Manager of any concerns related to menu, serving lines, sanitation, and safety.
- Wash the trays, cups, bowls, and silverware used in the Philmont dining hall facilities.
- Insure that only authorized guests are admitted into dining areas.
- Assist with the serving of special meals, coffee breaks, and other food serving needs outside the dining facilities.
- Follow safety and sanitation guidelines according to the Environmental Department.
- Wear food service staff uniforms as required and maintain a clean and neat appearance while on duty. When off duty wear the uniform prescribed in the Philmont Staff Guidebook.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.

- Assist with other staff responsibilities as directed by the Dining Hall Management, Food Service Director to ensure that the mission of the Philmont Scout Ranch is carried out.
- Participate in Philmont Scout Ranch activities when available.
- 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'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, using hands and appliances, 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 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