

## POSITION DESCRIPTION

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Position:	Kitchen Assistant 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:	Dining Hall Kitchen 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

Give leadership and direction to the food service kitchen crew in order to maintain a smooth operation.

### Primary Duties & Responsibilities

- Be directly responsible to the Food Service Kitchen Manager.
- Keep the kitchen clean and neat at all times and adhere to all health and safety guidelines.
- Order food and make sure it is received before time needed.
- Be responsible for rotation of stock to reduce spoilage. See that refrigerator temperatures are checked and recorded daily.
- Keep close watch to make full use of all foodstuffs, working leftover food into the menu when feasible.
- Inventory all food stocks at the close of business each Wednesday.
- Follow menus closely, making substitutions or prepared menus only when necessary, items are unavailable, and then only with approval of the Full Time Food Service Management.
- Be constantly aware of meal costs and strive to hold costs to prescribed limits.
- Prepare special foods requested through Food Service Management such as special diets requested by Infirmary, birthday cakes, pack outs, etc.
- Be responsible for all meals being ready on time with no delays.
- 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](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:** 10/31/2024