

POSITION DESCRIPTION

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| Position: | Lead Cook |
| 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 Kitchen Manager |
| Desired Availability: | May 15 – August 15 |

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

To support the Food Service Management is achieving a successful dining hall operation

Primary Duties & Responsibilities

- Be directly responsible to the Food Service Kitchen Manager to which assigned. Take charge of entire meal.
- Keep your work area clean, neat and sanitized, and adhere to all rules of health and sanitation.
- Be alert to make full use of all food. Leftovers from previous meals should be worked into menu when feasible.
- Follow prepared menus closely. Make substitutions on prepared menus only when the necessary items cannot be obtained and then, only with approval of Food Service Management.
- Make sure servers are aware of substitutions for allergens.
- Prepare special foods requested through the Food Service Management or Director such as special diets submitted by the nurse, birthday cakes, etc.
- Treat all people with whom you come in contact with respect; set an example for all scouts and visitors on and off the ranch.
- Be constantly alert to camp health and sanitation. Take proper steps to either clean up or report any conditions detrimental to camp health and sanitation.
- Keep the Kitchen Manager informed of your whereabouts at all times while on duty.
- Keep yourself and living quarters neat and clean.
- Be responsible for all meals being ready on time with no delays.

- Willingly accept all other job assignments delegated to you by the Food Service Management or assigned personnel in order to make certain that the entire Philmont Operation is run.
- Use leftover produce in proper time frame and store properly.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 18 years of age by 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 handling and food service experience highly 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: 11/1/2024