

## POSITION DESCRIPTION

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<b>Position:</b>	Prep Cook
<b>Department:</b>	Food Service
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Food Service Kitchen Manager
<b>Desired Availability:</b>	May 15 – 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

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

### Primary Duties & Responsibilities

- Be directly responsible to Food Service Kitchen Manager in matters pertaining to preparation of food.
- Be directly responsible to the Food Service Leadership at all other times.
- Have the responsibility of planning and preparing food items under the direction of the Dining Hall Kitchen Manager.
- Assist with other responsibilities in the kitchen and dining room as assigned by the Food Service Director or Kitchen Management.
- Be punctual as to duty hours-this is most important.
- Keep yourself neat and clean at all times. Living quarters are provided and must be kept neat and clean at all times. Due to state laws, hair must be kept neat, clean and short enough to be under control at all times, and a hair net or hat must be worn.
- You are responsible for keeping work areas clean and sanitized.
- Treat all people with whom you come in contact with respect; set an example for all scouts and visitors on and off the ranch.
- Keep the Food Service Manager or Assistant Manager informed of your whereabouts at all times during duty. Also any times you leave base camp in case of emergency.

- Willingly accept all other job assignments delegated to you by the Food Service Director or assigned personnel in order to make certain that the entire Philmont Operation is run efficiently.
- Prep according to daily food count to avoid food loss.
- 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'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 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