

## POSITION DESCRIPTION

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Position:	Utility Staff
Department:	Food Service
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Tent-Other (Final housing assignments may differ based on availability)</i>
Reports To:	Food Service Kitchen Assistant Manager
Desired Availability:	May 20 – August 16

### 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 in achieving a successful dining hall operation

### Primary Duties & Responsibilities

- Keep the kitchen and pots areas clean and orderly.
- Help with the unloading and storing of food deliveries.
- Keep store rooms clean and organized.
- Alert the Kitchen Manager of any concerns related to menu, serving lines, sanitation, and safety.
- Wash the pots and pans used in the Philmont kitchen facilities.
- Insure that only authorized guests are admitted into kitchen areas.
- Follow safety and sanitation guidelines according to the Environmental Department.
- 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 and Kitchen 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 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](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:** 11/4/2024