

## POSITION DESCRIPTION

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Position:	CHQ Staff Grill Cook
Department:	Food Service
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Kitchen Assistant Manger
Desired Availability:	May 1 – August 10

### 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

The CHQ Staff Grill Cook is a key member of the CHQ Dining Hall team, responsible for preparing and serving daily staff meals across multiple stations, including the grill, deli bar, soups, and hot bar. This role ensures staff are provided with high-quality, well-balanced meals in a clean, efficient, and friendly environment. The position requires strong multitasking skills, attention to food safety standards, and the ability to work collaboratively in a high-volume kitchen setting.

### Primary Duties & Responsibilities

- Prepare and serve food at the grill, deli bar, soup station, and hot bar during staff meal service.
- Ensure all food is cooked, held, and served at safe temperatures with proper labeling.
- Maintain cleanliness and organization of all assigned stations.
- Restock food items and supplies as needed throughout service.
- Follow all food safety and sanitation procedures.
- Assist with kitchen prep, cleanup, and other duties as assigned.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Prior food service or cooking experience (grill, deli, or line cook experience preferred).
- Basic knowledge of food safety and sanitation practices (ServSafe certification a plus).
- Ability to multitask and work efficiently in a fast-paced kitchen environment.
- Strong communication and teamwork skills.

- Ability to stand for long periods and lift up to 50 lbs.
- Positive attitude, reliability, and a willingness to learn.

### Physical Requirements & Work Environment

- Must be able to stand and walk for extended periods (up to 8 hours or more per shift).
- Ability to lift, carry, push, and pull up to 50 lbs.
- Frequent bending, stooping, reaching, and handling of food and equipment.
- Exposure to heat, steam, and hot surfaces in a commercial kitchen setting.
- Must be able to work in a busy, fast-paced environment with varying noise levels.

### 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:** 9/11/2025