

POSITION DESCRIPTION

Position:	Winter Warehouse Clerk
Department:	Commissary
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Roofed-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Commissary Director
Desired Availability:	January 4 – April 30

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

Philmont is looking for someone to take a hands-on operations role at the Commissary, its fast-paced food distribution center. The Winter Warehouse Clerk will be responsible for the distribution to and from the commissary – the central location of food deliveries and production at Philmont. This person is a creative problem-solver with a background in distribution/logistics, ready to plug into a highly motivated team of dedicated Scouters.

Primary Duties & Responsibilities

- Seeing that the optimal customer service experience is achieved by ensuring excellent commissary appearance, maintaining high standards of organization and assisting customers with knowledge, empathy and sincerity
- Be directly responsible to and report to the Commissary Director
- Be responsible for cleanliness/organization of the commissary and see that all state, federal and local laws as well as Scouting America rules pertaining to Health, Sanitation, and Safety are adhered to
- Greet commissary customers when they arrive at the commissary in person, by phone or by radio. Determine their needs and service those needs as soon as possible
- Be an integral part of the packing, picking, assembling and delivery teams
- Take ownership of commissary orders to all facilities
- Own and develop assembly processes. Work with the Inventory Specialist to ensure proper allocation of items in the inventory system, Inflow

- Accept with willingness any other job assignment given by Food Service Management to assure a successful operation at Philmont
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be able to secure a Philmont driving permit
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a fast-paced, dynamic, and sometimes stressful environment
- Supply chain/distribution/retail experience suggested
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you've started 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
- Be capable and willing to work in all types of weather conditions at various locations
- Up to 90% of the workday could be spent standing, walking, bending, 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 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: 9/15/2026