

**BACKCOUNTRY COOK  
POSITION DESCRIPTION**

**POSITION CONCEPT**

The Backcountry Cook is responsible for cheerfully and willingly serving as a member of a specific camp, whose objective is to serve the staff, campers, and advisors who come to Philmont. Your primary duty is providing food service duties to the staff of your assigned camp. This includes menu preparation, health and sanitation, food preparation, food ordering and inventory management, and proper record keeping. You are directly responsible to the Camp Director of your camp.

**PHILMONT REQUIREMENTS**

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.
- Must be Certified Food Handler. [https://www.env.nm.gov/fod/Food\\_Program/](https://www.env.nm.gov/fod/Food_Program/) Click the red button that says: "Food Regulation Changes" then look for the section titled: "Approved Food Handler Courses" Course #9 is preferred.

**PRINCIPLE RESPONSIBILITIES**

- Directly responsible to the Camp Director at assigned camp.
- Complete training as required by Philmont Food Service department, and camp specific training.
- Develop a well-balanced and healthy menu ensuring dietary needs and allergies are taken into consideration.
- Responsible for maintaining proper food inventory levels, timely ordering, and efficient use of resources.
- 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.

- Request and prepare special foods requested through the commissary as needed. (Such as needs for dietary restrictions, allergies, medical, or religious needs.)
- 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 yourself and living quarters neat and clean.
- Wear prescribed uniform while on duty.
- Be responsible for ensuring all meals are ready on time with no delays.
- Willingly accept all other job assignments delegated to you by the Camp Director in order to make certain that the entire camp runs smoothly and efficiently.
- Ensure all temperature charts, logs, sanitation charts, etc. are completed daily or more frequently as required by specific charts.