

**HEADQUARTERS COMMISSARY CLERK
POSITION DESCRIPTION**

POSITION CONCEPT

Philmont is looking for someone to take a hands-on operations role at its fast paced food distribution center, the Gold Nugget Commissary. The Commissary Clerk will be responsible for all 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.

This is a rare chance to join a well-orchestrated team that prides itself on literally delivering the experience at the best Scouting Facility in the world!

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. <http://newmexico.foodhandlerclasses.com/> Click on the link to begin the training. The cost for the training is \$7. You will be reimbursed after presenting the certificate during staff check in at Camping Headquarters.

SPECIFIC JOB REQUIREMENTS

- Passion for Fun, Food and Teamwork
- Strong communications, interpersonal, planning, organizational, negotiation and decision making skills.
- Distribution/Retail Experience in an organizationally demanding, fast paced and high growth operating environment.
- Analytical mindset with a talent for problem-solving and do-what-it-takes attitude.
- Outstanding quality of character.
- Proficient in the full Microsoft Office Suite as well as Internet applications as required.

PRINCIPLE 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 Assistant Manager.
- Be responsible for cleanliness/organization of the commissary and see that all state, federal and local laws as well as Boy Scouts of 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.
- Be responsible for notifying Inventory Specialist of low inventory items so that the orders may be placed.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.
- Accept with willingness any other job assignment given by Food Service Management to assure a successful operation at Philmont.