

**FOOD SERVICE BAKER  
POSITION DESCRIPTION**

**POSITION CONCEPT**

To support the Dining Hall Management in achieving a successful dining hall operation.

**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.

**PRINCIPLE RESPONSIBILITIES**

- Be directly responsible to the Food Service Kitchen Manager in matters of preparation of baked goods, fruit and salad bar.
- Be directly responsible to the Kitchen Manager or Assistant Manager at all other times.
- Have the responsibility of baking rolls, breads, sweet rolls, and the preparation of desserts under the supervision of the Food Service Kitchen Manager. When not needed in that area, help in other areas of food preparation.
- Assist with other responsibilities in the kitchen and dining room as assigned by the Food Service Director.
- Be punctual as to duty hours-this is most important.
- Wear prescribed uniform while on duty.
- Keep yourself neat and clean at all times. Living quarters are provided and must be kept neat and clean at all times. Due to state laws, hair must be neat, clean and short enough to be under control at all times, and a hat or hair net must be worn.
- Treat all people with whom you come in contact respectfully; set an example for all scouts and visitors on and off the ranch.
- Willingly accept all other job assignments delegated to you by the Food Service Management assigned personnel in order to make certain that the entire Philmont Operation is run successfully.
- Responsible for keeping work areas clean and sanitized.

- Use leftover produce in proper time frame and store properly.

For any additional questions about this position or any of the other Food Service/ Dining Hall job opportunities, contact:

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