

**DINING HALL ASSISTANT MANAGER  
POSITION DESCRIPTION**

**POSITION CONCEPT**

Support the Dining Hall Manager in giving leadership and direction to the Food Service operation and staff. Provide a quality dining experience to all participants and staff.

**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 responsible, and report to and take leadership and direction from the Dining Hall Manager. In the manager's absence, assume all responsibilities and duties.
- Help supervise and instruct members of meals to be served each meal and make sure accurate plate counts are recorded for each meal.
- Treat you crew, guests and advisors with respect and handle any problems that may arise respectfully.
- Be responsible for conduct of food service crew members in their living quarters and see that such quarters are kept clean and neat.
- Set an example for all staff members in dress, behavior and attitude. Wear either the official Boy Scout field uniform or official uniform provided while on duty. Field uniform is required at dinner meal.
- Be familiar with all paperwork i.e. itineraries, schedules, material requests, work orders, trading day forms, etc.
- Check in crews / participants before meal time.
- Physically check all areas and doors before dining hall staff dismissal.
- Follow safety and sanitation guidelines set by the Environmental Department and the Boy Scouts of America.
- All schedule changes must be made through Full Time food service management.

- Assist with other staff responsibilities as directed by the Dining Hall Manager to ensure that the mission of Philmont Scout Ranch is carried out.
- Responsible for end of the season final report as to how the summer went.

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

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