

**DINING HALL MANAGER  
POSITION DESCRIPTION**

**POSITION CONCEPT**

Give leadership and direction to and be responsible for the operation of the dining hall and its 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 21 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 the Food Service Director. Cooperate with the Directors of Camping and Training Center in food service matters.
- Arrange work and time off schedule for the dining room staff. Managers must approve all schedule changes.
- Be responsible for the cleanliness of the dining rooms and see that all sanitation rules as required by state, federal, and local health agencies as well as the Boy Scouts of America are adhered to.
- Prepare and submit all work orders to the appropriate maintenance department.
- Prepare and submit all material requests to the Food Service Director for approval.
- Be responsible for training new personnel and supervising members of the food service staff in their jobs.
- Be able to lift and handle materials up to 70 lbs.
- Project number 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.
- Check supplies daily and order as needed.
- Be familiar with all paperwork i.e. itineraries, schedule, material requests, work orders, trading day forms, etc.

- Physically check all areas and doors before dining hall staff dismissal.
- Be responsible for conduct of food service crew members in their living quarters and see that such quarters are kept clean and make weekly walk-throughs.
- Set an example for all staff members in dress, behavior and attitude. Wear either the official Boy Scout field uniform or uniform provided while on duty.
- Assist with other staff responsibilities as directed by the Food Service Director to ensure that the mission of Philmont Scout Ranch is carried out.

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

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