

**DINING HALL STAFF
POSITION DESCRIPTION****Position Concept**

Dining Hall Staff provide a quality dining experience to Philmont Scout Ranch participants and staff members in assisting in the operation of the Philmont Dining Hall. Position reports to the Philmont Dining Hall Management.

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.

Principal Responsibilities

- Keep the food service lines and dining areas clean and orderly.
- Maintain any beverage machines and other food service stations in the dining area.
- Lead guests in the Philmont Grace when the dining halls open for each meal.
- Remove all garbage from the dining areas.
- Operate the food service serving lines.
- Alert the Dining Hall Manager of any concerns related to menu, serving lines, sanitation, and safety.
- Wash the trays, cups, bowls, and silverware used in the Philmont dining hall facilities.
- Insure that only authorized guests are admitted into dining areas.
- Assist with the serving of special meals, coffee breaks, and other food serving needs outside the dining facilities.
- Follow safety and sanitation guidelines according to the Environmental Department.
- Wear food service staff uniforms as required and maintain a clean and neat appearance while on duty. When off duty wear the uniform prescribed in the Philmont Staff Guidebook.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.

- Assist with other staff responsibilities as directed by the Dining Hall Management, Food Service Director to ensure that the mission of the Philmont Scout Ranch is carried out.
- Participate in Philmont Scout Ranch activities when available.

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

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