

**FOOD SERVICE PREP COOK  
POSITION DESCRIPTION**

**POSITION CONCEPT**

To support the Food Service 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.

**PRINCIPAL RESPONSIBILITIES**

- Be directly responsible to Food Service Kitchen Manager in matters pertaining to preparation of food.
- Be directly responsible to the Food Service Leadership at all other times.
- Have the responsibility of planning and preparing food items under the direction of the Dining Hall Kitchen Manager.
- Assist with other responsibilities in the kitchen and dining room as assigned by the Food Service Director or Kitchen Management.
- 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 kept neat, clean and short enough to be under control at all times, and a hair net or hat must be worn.
- You are responsible for keeping work areas clean and sanitized.
- Treat all people with whom you come in contact with respect; set an example for all scouts and visitors on and off the ranch.
- Keep the Food Service Manager or Assistant Manager informed of your whereabouts at all times during duty. Also any times you leave base camp in case of emergency.

- Willingly accept all other job assignments delegated to you by the Food Service Director or assigned personnel in order to make certain that the entire Philmont Operation is run efficiently.
- Prep according to daily food count to avoid food loss.

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

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