POSITION CONCEPT

Philmont is looking for someone to take a hands-on operations role at one of its fast paced food distribution centers in our back country. The Back Country Commissary Manager will be responsible for all distribution from the main commissary – the central location of food deliveries and production at Philmont. This person is a creative problem-solver with a background in customer service/distribution, ready to work with a highly motivated team of dedicated Scouters.

This is a rare chance to join a well-orchestrated team that prides itself on literally delivering the experience at the best Scouting Facility in the world!

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.

SPECIFIC JOB REQUIREMENTS

- Passion for Fun, Food and Teamwork
- Strong communications, interpersonal, planning, organizational, negotiation and decision making skills.
- Distribution/Retail Experience in an organizationally demanding, fast paced and high growth operating environment.
- Analytical mindset with a talent for problem-solving and do-what-it-takes attitude.
- Outstanding quality of character.

PRINCIPLE RESPONSIBILITIES

- Seeing that the optimal customer service experience is achieved by ensuring excellent commissary appearance, maintaining high standards of organization and assisting
participants with knowledge, empathy and sincerity by explaining key trail food components and features.

- Be responsible to the Commissary Manager in all matters pertaining to food service and directly responsible to the Camp Director in all other matters.
- Be able to lift and handle material up to 70 pounds.
- Be responsible for managing, receiving and distributing trail meals at the camp commissary. Encourage camp staff and even participants to assist in the receiving and storing process at the time of each delivery.
- Take complete and accurate inventory of all items on the day assigned by the Commissary Management.
- Be responsible for the cleanliness of the commissary area. Follow all state, federal and local laws of health, sanitation, and safety as well as the Boy Scouts of America directives pertaining to this area.
- Assist with other staff responsibilities as directed by the Commissary Management or Camp Director to insure that the mission of Philmont Scout Ranch is carried out.
- At the close of season, return all food to the Headquarters Commissary along with a final inventory.
- Keep a logbook of all supplies distributed from the back country commissary.