

**FOOD SERVICE ASSISTANT KITCHEN MANAGER
POSITION DESCRIPTION**

POSITION CONCEPT

Give leadership and direction to the food service kitchen crew in order to maintain a smooth 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 the Food Service Kitchen Manager.
- Keep the kitchen clean and neat at all time and adhere to all health and safety guidelines.
- Order food and make sure it is received before time needed.
- Be responsible for rotation of stock to reduce spoilage. See that refrigerator temperatures are checked and recorded daily.
- Keep close watch to make full use of all foodstuff, working leftover food into the menu when feasible.
- Inventory all food stocks at the close of business each Wednesday.
- Follow menus closely, making substitutions or prepared menus only when necessary items are unavailable, and then only with approval of the Full Time Food Service Management.
- Be constantly aware of meal costs and strive to hold costs to prescribed limits.
- Prepare special foods requested through Food Service Management such as special diets requested by Health Lodge, birthday cakes, pack outs, etc.
- Be responsible for all meals being ready on time with no delays.
- Set an example for all staff members by actions and appearance. Wear provided uniform while on duty.

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

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