

**FOOD SERVICE LEAD COOK  
POSITION DESCRIPTION**

**POSITION CONCEPT**

To support the Food Service Management is 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.

**PRINCIPLE RESPONSIBILITIES**

- Be directly responsible to the Food Service Kitchen Manager to which assigned. Take charge of entire meal.
- Keep your work area clean, neat and sanitized, and adhere to all rules of health and sanitation.
- Be alert to make full use of all food. Leftovers from previous meals should be worked into menu when feasible.
- Follow prepared menus closely. Make substitutions on prepared menus only when the necessary items cannot be obtained and then, only with approval of Food Service Management.
- Make sure servers are aware of substitutions for allergens.
- Prepare special foods requested through the Food Service Management or Director such as special diets submitted by the nurse, birthday cakes, etc.
- Treat all people with whom you come in contact with respect; set an example for all scouts and visitors on and off the ranch.
- Be constantly alert to camp health and sanitation. Take proper steps to either clean up or report any conditions detrimental to camp health and sanitation.
- Keep the Kitchen Manager informed of your whereabouts at all times while on duty.
- Keep yourself and living quarters neat and clean.
- Wear prescribed uniform while on duty.

- Be responsible for all meals being ready on time with no delays.
- Willingly accept all other job assignments delegated to you by the Food Service Management or assigned personnel in order to make certain that the entire Philmont Operation is run
- Use leftover produce in proper time frame and store properly.

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

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