

POSITION DESCRIPTION

Position:	Backcountry Assistant Cook
Department:	Backcountry Program
Salary Level:	I (General Staff)
Default Housing:	<i>Backcountry (Final housing assignments may differ based on availability)</i>
Reports To:	Backcountry Cook
Desired Availability:	May 27 – August 12

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Backcountry Assistant Cook is responsible for cheerfully and willingly serving as a member of a specific camp, whose objective is to serve the staff, campers, and advisors who come to Philmont. The primary duty is assisting the head cook in providing food service duties to the staff of your assigned camp. This includes menu preparation, health and sanitation, food preparation, food ordering and inventory management, and proper record keeping. This position is directly responsible to the Camp Director of the camp.

Primary Duties & Responsibilities

- Directly responsible to the Camp Director at assigned camp
- Complete training as required by Philmont Food Service department, and camp specific training
- The Assistant Cook position operates out of specific backcountry camps and prepares the meals for the staff at these larger camps (Beaubien, Clarks Fork, Ponil)
- Assist the Camp Cook in developing a well-balanced and healthy menu ensuring dietary needs and allergies are taken into consideration
- Responsible for assisting the Head Cook in maintaining proper food inventory levels, timely ordering, and efficient use of resources
- Keep work area clean, neat, 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
- Request and prepare special foods requested through the commissary as needed (Such as needs for dietary restrictions, allergies, medical, or religious needs)
- Treat all people with whom you encounter 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 yourself and living quarters neat and clean
- Wear prescribed uniform while on duty
- Be responsible for ensuring all meals are ready on time with no delays
- Ensure all temperature charts, logs, sanitation charts, etc. are completed daily or more frequently as required by specific charts
- Responsible for the kitchen and cooking operations of the camp in the absence of the Head Cook
- Willingly accept all other job assignments delegated to you by the Camp Director or Head Cook to make certain that the entire camp runs smoothly and efficiently
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must complete training to become a Certified Food Handler (training details provided with staff packet)
- Ability to function well in a high-paced and at times stressful environment
- Previous Philmont backcountry staff experience preferred but not required
- Experience in food service jobs, cooking for large groups, or extensive cooking experience required

Physical Requirements & Work Environment

- Must meet the Scouting America height/weight requirements
- Hiking will also be required to assist the camp in managing the Area of Responsibility for campsite inspections, emergency response, crew support, etc.
- Must be able to lift and handle materials up to 70 lbs.
- Up to 90% of the workday could be spent sitting, walking, bending, stooping, kneeling, or crouching
- Must be willing and capable of hiking into and out of camp for days off. May have to hike anywhere from 2 to 12 miles to get back to Base Camp or a Trailhead

Additional Information

Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 11/19/2024