

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Assistant Manager (Dining Facility) #184307

**ANNOUNCEMENT NO.** 014-2016

**SALARY:** WS-213 / Minimum \$27,019 / Maximum \$55,307 annually

**LOCATION:** LANG- YCP-GL, Gillis Long Center, Carville, Louisiana

**OPEN:** 5 February 2016

**CLOSE:** 19 February 2015

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

#### A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must be certified in National Restaurant Serve Safe and Louisiana Department of Health Gold Star. Must have Blood Borne Pathogen Training, HAACP Training, AED Training and CPR/Choking Training. Working knowledge of Windows and Microsoft Office programs.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Assist Manager with supervision of (4) section supervisors: Subsistence Supervisor, Chief Baker and (2) Shift Supervisors. Indirectly supervises (15) full time employees. Performs payroll documentation for section. Prepares and reviews PER documents and conducts counseling with section employees. Assist Manager with facilitating approved Post related function. Prepare monthly and yearly School Food Service documents for reimbursements. Receive Cash Collections and store in Safe. Turn in for Money Orders weekly to send to Budget. Adhere to sanitary standards in handling food. Ensure that proper procedures, temperatures and time periods are adhered to during food preparation. Obtain amount of food to be prepared, weigh, blend, and mix food beverages in accordance with prescribed Army menu and cycle recipes. Wash, peel, dice, bake, fry, stew, braise, boil, broil and simmer fruits and vegetables. Prepares soups, dressing, gravy, sauces, salad dressings and salads, jello, puddings, dairy products, custards and spreads. Thaw, roast, barbecue, grill. Cook eggs, hot cereal, pancakes, waffles and French toast. Prepares sandwiches and assemble box lunches. Heat and/or chill dishes as prescribed by HAACP regulations. Serve food and beverages on serving line. Defrost, clean and sanitize freezers and refrigerators. Clean and sanitize work area, floor, windows, walls, storage rooms and receiving areas. Dispose of garbage and trash and perform preventable maintenance on kitchen equipment. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD training requirements annually. Perform other duties as assigned.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Carol Hadley  
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