

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Subsistence) #146078

ANNOUNCEMENT NO. 018-2016

SALARY: WS-209 / Minimum \$20,634 / Maximum \$42,182 annually

LOCATION: LANG-YCP-CB, Camp Beauregard, Pineville, Louisiana

OPEN: 25 February 2016

CLOSE: 9 March 2016

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 able to maintain accountability and control of subsistence and supplies. Must have the ability to work independently with general guidance to meet objectives on established deadlines. Ability to work and communicate effectively with peers, superiors and subordinates. Proficient in Microsoft Office. Qualifications or experience in working in food service.

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:** Maintains menu plan for ordering food and other items to replenish stock. Receives, stores, and rotates all food and food items daily. 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, simmer fruit and vegetables. Prepares soups, dressing, gravy, sauces, salad dressings, salads, jello, puddings, dairy products, custards and spreads. Thaw, roast, barbecue and grill. Cook eggs, hot cereal, pancakes, waffles and french toast. Prepares sandwiches and assembles box lunches. Heat and/or chill dishes as prescribed by HAACP regulations. Serve food and beverages on the serving line, maintaining correct temperatures and portion sizes. Replenish 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, perform preventable maintenance on kitchen equipment. Meet physical requirement to perform functions of the position. Must be able to lift at least 50 lbs. May be required to work rotating shifts. Completion of SHARP training and fosters sexual harassment free environment. Complete all LMD training required annually. Performs 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 LMD Human Resources by the close date, no later than 4:00 p.m.

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