

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Supervisor (Food Service) #184301

ANNOUNCEMENT NO. 065-2016

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

LOCATION: Youth Challenge Program (YCP-GL), Gillis W. Long Center, Carville, Louisiana

OPEN: 20 July 2016

CLOSE: 2 August 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 Military Members; (3) those eligible for Louisiana State Guard Membership.

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

a. **SPECIFIC:** CPR/Choking, AED, First Aid, Blood Borne Pathogens Training. Must have qualifications and/or experience in working in food service. Must have the ability to work independently with general guidance to meet objectives on established deadlines. Ability to work and communicate effectively with peers.

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

c. **OTHER REQUIREMENTS:** The LA 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:** Management – Plans daily duty assignments for shift. Ensure all meals completed and on the serving line 30 minutes prior to serving. Ensure all documentation is completed to account for Class I (Food/Food Items). Monitor injuries and conservation measures. Evaluate and counsel personnel performance. Monitor temperatures in storage areas and serving line. Demonstrate proper food service techniques. Determine amount of food to be prepared. Inspect dining rooms, storage areas and personnel for organization and cleanliness. Evaluate prepared food products, detect deficiencies and direct corrective action. Kitchen - 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. Prepare 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. Prepare 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. General - Clean and sanitize work area, floor, windows, walls, storage rooms and receiving areas. Dispose of garbage and trash. Perform preventable maintenance on kitchen equipment. Must inform the Supervisor of all telephone and address changes. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. 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.

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