

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Supervisor (Food Service) #121836

**ANNOUNCEMENT NO.** 127-2017

**SALARY:** WS-209 / Minimum \$20,634 / Maximum \$42,182 annual salary

**LOCATION:** LA Military Department, Camp Cook, Ball, Louisiana

**OPEN:** 6 September 2017

**CLOSE:** 19 September 2017

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

**In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.**

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:** Must be able to supervise a minimal staff. 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. Must know how to use a scale while doing food portion control. Must be able to write, read regulations and technical manuals for guidance of the dining facility.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may 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. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public. Must complete SHARP Training and all LMD annual training requirements. Must adhere to the Code of Ethics and foster a Sexual Harassment free environment.

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:** Responsible for the overall food service operation, but may delegate specific supervisory and operational tasks to others. The detailed duties of are: Supervise the actual storage, preparation, cooking and serving of subsistence. Inspect food service personnel for cleanliness. Establish operating and working procedures for cooks and other kitchen personnel and follow written SOP, regulations and technical manuals for guidance. Maintain order and discipline in the dining facility at all times. Conduct daily inspections on appliances and other equipment, report shortages or damages and request repair or replacement of damaged/worn equipment. Prepare the Production Schedule (DA Form 3034), as directed by DA PAM 30-22. Conduct a daily meeting with the dining facility personnel to discuss the preparation, cooking and serving of food, ways to improve operations and address problems concerning the dining facility. Submit ration request to the D-FAC Manager. Submit recommendations for promotions, assignments and any additional training that may be required. Record the amount of monies collected for meals from those individuals concerned that subsist in the dining facility on the Cash Meal Payment Sheet issued by the Louisiana Military Department (LMD). Prepare and maintain the dining facility account records and related reports. Report headcount to LMD-F (Fiscal) through the D-FAC Manager. Establish a training program for food service personnel to receive cross training when necessary. Be familiar with the bulletins, technical manuals and other published material relating to dining facility operations. Maintain a library of current publications or have access to publications through the Internet. Will assume the responsibilities of the D-FAC Manager in his/her absence. Responsible for all cooks in the Dining Facility. 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/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.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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