

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Assistant Manager (Dining Facility) #150826

**ANNOUNCEMENT NO.** 100-2018

**SALARY:** WS-211/ Minimum \$27,706 / Maximum \$49,691 annually

**LOCATION:** Youth Challenge Program (YCP-CB), Camp Beauregard, Pineville, Louisiana

**OPEN:** 7 June 2018

**CLOSE:** 21 June 2018

**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. Knowledge of Department of Education and Department of Agriculture reporting systems and policies. Qualifications or experience working in food service. Proficient in Microsoft Office (Word, Excel, Powerpoint, Outlook, etc.). Must have the ability to work independently with general guidance to meet objectives on established deadlines.

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. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

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 attend/complete all LMD annual training and other training required for the position. 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 completing the header block, head count signature on cash sheet, cadet and cadre head count sheets. Responsible for Manager's duties in her absence and supervises other staff. Assists the Dining Facility Manager in planning, directing and controlling all phases of the YCP Dining Facility Prepares sales recap and orders needed supplies from vendors. Prepares budget estimates and maintains formal accounting reports. Prepares formal accounting records and accountability report for Manager and Dept. of Education and Department of Agriculture. Determines internal organization for staff functional assignments. Monitors all aspects of dining facility operation to include daily input, receipts and issues. 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 fruit and vegetables. Prepares soups, dressing, gravy, sauces, salad dressings, salads, jello, pudding, 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. 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.

Ms. Wenda Woolf  
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