

STATE VACANCY ANNOUNCEMENT

***AMENDED**

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**LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD**

POSITION: Cook 1
(Permanent, *Temporary, *Part-Time)

ANNOUNCEMENT NO. 003-2018

SALARY: WS-205 / \$8.88 hourly

LOCATIONS: LANG-CB, Camp Cook, Ball, Louisiana
YCP-CB, Youth Challenge Program, Camp Beauregard, Pineville, Louisiana
YCP-CM, Youth Challenge Program, Camp Minden, Minden, Louisiana
YCP-GL, Youth Challenge Program, Gillis Long Center, Carville, Louisiana

OPEN: OPEN CONTINUOUSLY

**Temporary Appointment – No Leave. No Benefits.*

**Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave but receive no other benefits (i.e. health insurance or retirement).*

****This State Vacancy Announcement supersedes previous Cook/Cook 1 Announcements****

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 have a minimum one year experience of food preparation. Must be able to work rotating shifts, to include working nights and weekends. Must be able to lift at least 50 pounds.

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:** Complete food preparation including obtaining amounts, preparation, checks serving temperature of food and beverages. Follows sanitation guidelines in preparation and clean up. Serves food on serving line. Performs preventative 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.

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