

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Attendant (MWR) -*Intermittent/WAE

ANNOUNCEMENT NO. 005-2018

SALARY: AS-604 / Minimum \$8.50 / Maximum \$12.00 hourly

LOCATIONS: LA Military Department (LANG-CB), Camp Beauregard, Pineville, Louisiana
LA Military Department (LANG- CM), Camp Minden, Minden, Louisiana
LA Military Department (LANG-GL), Gillis Long Center, Carville, Louisiana

OPEN: OPEN CONTINUOUSLY

***Intermittent/WAE:** Work as Needed. Not to exceed 47 hours biweekly or not to exceed 1,245 hours annually. Not eligible to earn Leave/not eligible for benefits. Does not earn compensatory time or overtime.

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 at least 21 years of age. Must obtain a LA Responsible Vendor permit to service Alcohol and Tobacco within 45 days of hire. Must possess a high school diploma or GED. Must be able to lift 35 lbs. Must be available to work nights & weekends.

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:** Operate a point of sale register system to conduct sales, returns and exchanges. Must be able to account for cash receipts, credit card transactions, and make correct change. Prepare and serve beverages and food to customers. Restock all operating supplies and shelf stock as needed. Maintain a clean work area/environment for customers and fellow employees. Conduct/document inventory counts of shelf stock and operating supplies as needed. Serve customers efficiently and courteously. Accurately complete all paperwork relating to daily business for cash/credit sales. Account for and secure all monies, shelf stock and MWR property daily. Adhere to management's published daily duties and responsibilities. Wear appropriate work attire as directed by the management. 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.

SFC (Ret) Theresa Walker
LMD-HR, Bldg. 718 "E" St., Camp Beauregard, Pineville, La. 71360
E-mail: theresa.j.walker2.nfg@mail.mil
Office: (318) 641-5393 / (318) 641-5392
Fax: (318) 290-5060

Ms. Wenda Harding
LMD-HR, 100 Louisiana Boulevard, Minden, La. 71055
E-mail: wenda.a.harding.nfg@mail.mil and/or theresa.j.walker2.nfg@mail.mil
Office: (318) 382-4277 / (318) 641-5393
Fax: (318) 382-4297

Ms. Carol Hadley
LMD-HR, 5445 Point Clair Road, Carville, La.
E-mail: carol.m.hadley.nfg@mail.mil
Office: (225) 319-4814
Fax: (225) 319-4772