

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Culinary Instructor #188222

**ANNOUNCEMENT NO.** 159-2020

**SALARY:** MW-216 / Minimum \$38,854 / Maximum \$69,680 annually

**LOCATION:** LA Military Dept., Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

**OPEN:** 20 October 2020

**CLOSE:** 4 November 2020

**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:** *Required* - Current and valid ServSafe Instructor and Proctor, or certification within 90 days of hire. Three years of commercial or institutional culinary experience. Ability to stand and walk for extended periods. Ability to frequently lift and carry 25 lbs. and occasionally lift up to 50 lbs. Ability to work with a diverse, non-traditional and underserved population. Proficient with Microsoft Office suite of products. Proficient with computers and technologies in the modern workplace. Must possess excellent organizational skills, technology skills, be detailed and team oriented and have excellent communication skills. Must stay current with changes that occur in the industry and discipline taught. *Preferred* - Associates Degree or higher in Culinary Arts or completion of a Culinary Training Program. Culinary Arts teaching experience. Experience with computer-based and distance learning.

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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

**4. POSITION DESCRIPTION:** The Culinary Arts Instructor is responsible for providing classroom and lab instruction to prepare students for employment in the culinary profession. The Culinary Arts Instructor will develop curriculum and provide instruction for the Louisiana Job Challenge Program culinary arts classes conducted at the on-site Culinary Facility on the Gillis W. Long center in Carville, LA campus. The class provides introductory experiences to commercial and institutional food preparation and services focusing on food safety and sanitation, meal preparation and planning procedures, and kitchen equipment and utensil familiarization while preparing students to take the ServSafe exams for certification and enter the workforce or further their education. This position reports directly to the lead instructor. Job responsibilities include, but are not limited to: Deliver provided curriculum based on key learning objectives, utilizing best practices and various technologies to deliver instruction; Ensure adherence to food handling and safety best practices and certification and accreditation standards; Create a syllabus which includes key learning objectives, class norms, grading policies, work habits expectations, a calendar of due dates for class assignments, projects, quizzes, tests, etc.; Develop authentic, engaging, hands-on learning projects to meet learning objectives; Develop assessments which track effectiveness of teaching and learning; Develop classroom work habit expectations and grading incentives, tracking system, etc.; Implement appropriate curriculum; Effectively prepare students for ServSafe; Maintain accountability of all food items in inventory and assigned equipment; Develop and maintain contacts and partnerships with local industry professionals, host at least two advisory committee meetings each year. Work with the Lead Instructor and Deputy Director to obtain necessary materials and resources. Applies and maintains standards of quality operating methods, processes, systems, and procedures such as and in accordance with Louisiana Department of Health and ServSafe guidelines and regulations. Take part in promoting and marketing the program to meet enrollment goals. Communicate with Counselors and Cadre concerning academic, attendance or discipline issues, which affect a trainee's learning and/or grades. Establish and maintain proper safety protocols. 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.

Mrs. Christine Zeller  
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