

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Dining Facility Supervisor #50577375

ANNOUNCEMENT NO. 138-2021

SALARY: MW-209 / Minimum \$24,211 / Maximum \$43,410 annually

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

OPEN: 18 May 2021

CLOSE: Open Until Filled

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. Qualification 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.

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: Manages the Shift. Complete and assign the Cook work sheets. In charge of time management for meal preparation. Supervise four employees, determine their work assignments and review/approve work. 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, weighed, blend and mix food beverages in accordance with prescribed Army menu and cycle recipes. Wash, peel, dice, bake, fry, stew, braze, boil and simmer fruits and vegetables. Prepare soups, dressing, gravy, sauces, salad dressings, salads, jello, puddings, dairy products, custards and spreads. Thaw, roast, barbecue and grill. Cook eggs, box cereal, pancakes, waffles and French toast. Prepare sandwiches and assemble 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, floors, windows, walls, storage rooms and receiving areas. Dispose of garbage and trash, perform preventable Maintenance on kitchen equipment. Performs 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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