

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Cook 2 #151003

ANNOUNCEMENT NO. 195-2021

SALARY: MW-207 / Minimum \$21,154 / Maximum \$37,898 annually

LOCATION: LA Military Dept., Youth Challenge Program (YCP-CM), Camp Minden, Minden, La.

OPEN: 29 July 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:** Knowledge and experience in working in food service. Must have the ability to work independently with general guidance to meet objectives on established deadlines. Must be able to write and read regulations and technical manuals for guidance of the dining facility. Must know how to use a scale and do portion control. The consistency of the portion sizes is important.

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: Prepare and serve, safe and wholesome food. Ensure food preparation meets the highest standards of sanitation, nutrition, taste and appeal. Follow the Recipes and Food Preparation SOP exactly when preparing each food item and observe the proper cooking time and temperatures required for various foods. Prepare the correct quantities of food. Use leftovers according to the Dining Facility Supervisor, to prevent illness and waste. Assist in the scheduling of assistants and in the supervision and training of their duties. Observe the rules of personal hygiene, safety procedures and dining facility sanitation, when preparing food and working in the Dining Facility. Check and maintain food preparation utensils often, ensuring they are clean, sanitary, serviceable and returned to their proper storage and place after being used. Be responsible for any other duties as assigned by the Dining Facility Supervisor. Advise the Dining Facility Supervisor immediately when food service equipment is in need of repair, slice meats, store rations, wash, peel, cut and dice fruits and vegetables. Operate mechanical equipment, when and only if, properly instructed. Apportion and serve food from serving lines. Clean kitchen and dining facility equipment as directed. Portion control will be practiced. The last person in the serving line is entitled to the same quantity and quality food as the first. When serving items such as mashed potatoes, pie, cake, etc., a second utensil will be used to push the item from the serving utensil. Perform all duties as assigned by the Dining Facility Supervisor. Including making of D-Squad meal and Community Service meals. Clean the dining area as required, to include the tables (tops, legs and underneath chairs, legs, supports and underneath) and windows, steam pipes, door frames and moldings. Clean deep fryer and filtering system on a daily basis if used. 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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