

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML161007**

OPENING DATE: October 19, 2016 **CLOSING DATE: November 1, 2016**

**LOCATION: Mountaineer Challenge Academy, 1001 Army Road, Camp Dawson, P.O. box 586,
Kingwood, WV 26537**

JOB TITLE: MCA Dietary Assistant

FUNCTIONAL TITLE: Lead Cook

SALARY RANGE: \$21,312.00 - \$32,004.00

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or at
<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcement/default.html>.

NATURE AND SCOPE OF WORK

Under the general supervision of the Dining Facility Supervisor, performs skilled, full performance level work preparing, cooking and baking food items for the residents of the Mountaineer Challenge Academy, a state program. This position requires practical knowledge of food service operations including preparing and cooking, storeroom procedures, kitchen and dining room functions, meat and bakery operations, and sanitation/cleaning procedures. This position may supervise others assigned to this area and as directed by the Dining Facility Supervisor. This position is shift work, requires limited travel, and subject to on call status. Performs related work and all other duties as assigned.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Follow the scheduled meal menu.
2. Prepare all food items associated with the meals in a prompt and timely fashion.
3. Prepare meats, vegetables and baked food items in accordance with standard recipes.
4. Prepare main dishes, entrees, soups, stews, vegetables, etc. as indicated on the menu.
5. Prepare regular and special diets.
6. Prepare and maintain all documentation required for Child Nutrition Program.
7. Maintain daily production records.
8. Monitor freezer and cooler temperatures.
9. Inventory and document the use of consumable and other items.
10. Train new workers in food preparation and kitchen procedures.

11. Participate in ordering food and supplies.
12. Keep kitchen and food surfaces; including kitchen appliances in a clean, sanitary condition.
13. Keep dining area in a clean, ready to use condition.
14. Set up cafeteria lines and serves meals on the line or in the dining room.
15. Report changes in equipment functioning, building status and prepare work orders.
16. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, acclimation, field trips, bus rides, and sporting events, operating a 15 passenger van, 16 hour work days and lifting up to 40lbs. of materials or equipment.
17. Must have valid drivers' license, pass a criminal background check and pass drug screenings.
18. Must travel and attend off-site training.
19. Properly manage confidential and sensitive information.
20. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, acclimation, field trips, bus rides, sporting events, operating a 15 passenger van, 16 hour work days, and lifting up to 40lbs. of materials or equipment.

KNOWLEDGE, SKILL, AND ABILITY:

1. Knowledge of the methods and equipment used in large scale food preparation in large-scale kitchens.
2. Knowledge of office methods and procedures.
3. Knowledge of terminology, temperature and measurements used in food preparation.
4. Knowledge of proper food handling, storage and preparation rules.
5. Knowledge of program plans and procedures.
6. Knowledge of proper techniques to handle, record, store and dispose of Personal Identifiable Information (PII)
7. Skill in computer operations.
8. Skill in budgeting, accounting, and record keeping.
9. Skill to instruct others.
10. Ability to walk, stoop, reach, bend, push, pull and stand for extended periods.
11. Ability to analyze situations and maintain compliance with regulations, directives and budgets.
12. Ability to maintain required inventory.
13. Ability to determine portion yield for all foods used in large scale food preparation.
14. Ability to lead and direct the work of kitchen workers.
15. Ability to communicate effectively in oral and written form.

MINIMUM QUALIFICATIONS:

TRAINING:High School Diploma or equivalent. Preference will be given for School Cook/Office of Child Nutrition experience.

SUBSTITUTE: None

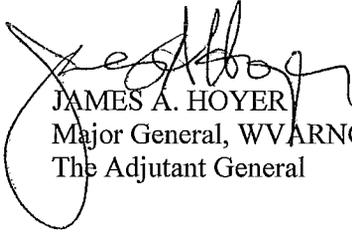
EXPERIENCE: Two years of full time or equivalent part-time paid experience in large scale food preparation and serving.

Preference will be given for School Cook/Office of Child Nutrition experience.

SPECIAL REQUIREMENTS:

1. Applicant must furnish an approved food handler's certificate within seven days after appointment.

2. As a condition of employment, MCA Dining employees are required to purchase and maintain uniform items (scrub style shirts with pockets and khaki pants) which must be worn during work hours.
3. Position is contingent upon receipt of continued Department of Defense funding.
4. This position falls under the West Virginia Public Employees Retirement System(PERS)
5. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
6. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at anytime without cause.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General