STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML201001

OPEN DATE: October 7, 2020 **CLOSE DATE: October 19, 2020**

LOCATION: Mountaineer Challenge Academy South, Montgomery, WV

JOB TITLE: MCA Dietary Supervisor

WORKING TITLE: DFAC Manager

SALARY RANGE: $42,000 - $47,000

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to Deborah.s.taylor28.nfg@mail.mil. **All Applications must be received by closing date.** Applications may be obtained from the West Virginia National Guard Web site at http://www.wv.ng.mil/HRO/

NATURE AND SCOPE OF WORK

Under the general supervision of the Administrative Logistics Supervisor, performs full performance supervisory work overseeing the dining operations of the Mountaineer ChalleNGe Academy, a state program. The Academy serves up to 200 youth, 16 -18 years of age, in a 5 ½ month, 24-hour residential program, with one-year follow-on support program in the youth's home community. This position requires skilled knowledge of the food service industry including: purchasing, storeroom and storage procedures, kitchen and dining room operations, meat and bakery operations, and sanitation / cleaning procedures. In addition, this person must perform a variety of specialized duties including: plan menus and food service arrangements, forecast food requirements, assure proper methods of food storage and stock control, perform food service evaluations, adjust work processes to increase efficiency, determine equipment needs and manage replacements, and budget for all aspects of the dining operation. This position will plan, schedule, and direct the work of others assigned to this area. This position involves shift work, requires travel, and is subject to on call status. Performs related work and all other duties as assigned.

EXAMPLES OF WORK

1. Plans, assigns, and coordinates the work of dining facility staff.
2. Trains employees in work methods and standards.
3. Interprets and applies policies and regulations for employees.
4. Responds to questions or problems of subordinates.
5. Structures work procedures to align with changes in state or federal requirements including Child Nutrition.
6. Contact between Office of Child Nutrition and the Academy.
7. Performs field visit inspections and spot-checks records to document activities and evaluate the performance of the unit.
8. Ensures that equipment, supplies, and materials are available to complete work.
9. Represents the dining operation to senior staff as assigned and when needed.
10. Assists with employee hiring and evaluations.
11. Properly manages sensitive and confidential information.

DUTIES AND RESPONSIBILITIES

1. Manage the dining facility staff.
2. Maintain the equipment and facility in working order.
3. Coordinate work orders and repairs.
4. Develop dining facility staff work schedule
5. Maintain all annual, cycle, monthly and daily records.
6. Maintain compliance with the Child Nutrition Program.
7. Prepare all documentation required for Child Nutrition Program evaluations.
8. Follow the scheduled meal menu.
9. Prepare all food items associated with the meals in a prompt and timely fashion.
10. Keep the dining room in a clean, ready to use condition.
11. Keep the kitchen and food surfaces in a clean, sanitary condition.
12. Responsible for purchasing food and supplies
13. Learn State of West Virginia Purchasing Policies
14. 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 40 lbs of materials or equipment.
15. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
16. Must Travel and attend off-site training.

KNOWLEDGE, SKILLS AND ABILITY

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

MINIMUM TRAINING AND EXPERIENCE REQUIRED

EXPERIENCE

Two years of full-time or equivalent part-time paid experience in institutional food service operation or similar large-scale food service operation. Preference will be given for experience in a food service supervisory capacity.

TRAINING

Training in areas related to the food service industry may include, but not limited to, Safe Serve Certification, school breakfast / lunch training, Child Nutrition Programs, in-service training or culinary arts course work.

SPECIAL REQUIREMENTS

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. 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.
5. **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.**
6. **Applicant must adhere to pre-drug screening.**

JAMES A. HOYER
Major General, WVARNG
The Adjutant General