MISSISSIPPI MILITARY DEPARTMENT STATE
EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #27-048

OPENING DATE: 23 SEPT 26 **CLOSING DATE: 07 OCT 26** **AGENCY: 5705** **PIN: 740**

POSITION: COOK

STARTING SALARY: $31,683.71

LOCATION OF POSITION: Youth ChalleNGe Academy, Building 80 Halloran Ave., Camp Shelby, MS 39407

TELEPHONE INQUIRIES: Mitzy Hopson (601) 387-3693

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: mhopson@mil.ms.gov ; **Or Hand Delivered to: STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237; **Or Mailed to**: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS: ***EMPLOYEES IN THESE POSITIONS WILL UNDERGO AN EXTENSIVE BACKGROUND CHECK. THE DATA MAY BE USED AS PART OF A REVIEW PROCESS TO EVALUATE ELIGIBILITY FOR CONTINUED EMPLOYMENT.***

1. High School Diploma or GED.
2. Desired two (2) years of experience in volume preparation and service of food. **Experience must include preparation of all foods constituting a complete meal.**
3. Must have knowledge of procedures necessary to prepare and serve meals to a population of 250+.
4. Physical condition of such nature as to permit lifting, stooping and moderately heavy work associated with working in a dining facility.
5. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card.
6. Desirable Qualifications: Active Mississippi National Guard/Reserves membership or retired (20 years) US Armed Forces, National Guard or Reserves.

DUTIES AND RESPONSIBILITIES: The following examples of work performed for positions in this job class are intended to reflect essential functions of any one position. Related or similar duties are performed as assigned.

1. Follows shift schedule as prepared by the Dining Facility Manager.
2. Prepares and serves meals to a population of 250+.
3. Follows all operating procedures for the dining facility.
4. Follows the production schedule in the preparation of each meal served.
5. Follows safety and sanitary standards, i.e., TB MED 530, OCCUPATIONAL AND ENVIRONMENTAL HEALTH FOOD SERVICE SANITATION, in the preparation of each meal.
6. Serves prepared meals to diners.
7. Performs other duties as assigned or as directed.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES
Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 05/22).** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website ***www.ng.ms.gov***; or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027. Additional information may be attached to support qualifications.
However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE OF APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

THE SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership in the is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.