

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-128**

OPENING DATE: 09 MAY '24

CLOSING DATE: 16 MAY '24

AGENCY: 5705

PIN: 845

POSITION: MANAGER (Club Manager)

STARTING SALARY: \$45,981.15

LOCATION OF POSITION: All Ranks Club, Camp Shelby Joint Force Training Center, 1001 Lee Ave., Camp Shelby, MS 39407.

TELEPHONE INQUIRIES: Rhonda Cole (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: rcole@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 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:

1. Graduation from a standard four (4) year high school or equivalent GED and at least three (3) years Restaurant Management experience.
2. Must be proficient in EXCEL and Word Software
3. Maintain a valid Serve Safe Certificate.
4. Possess a valid state driver's license and if authorized to operate a government vehicle, ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Supervises all employees involved in the operation of the back of the house and front of the house operations.
2. Create, arrange, and conduct necessary training lessons in aspects of food safety, bar safety, and mixology ensuring that all employees are fully trained in their respective area of responsibility.
3. Manages and controls inventory by assessing the needs of the club based upon projected customer load, ordering the appropriate type and quality of food/beer/liquor/supplies, receiving, and verifying orders and ensuring items are stored in accordance with appropriate food handling regulations.
4. Ensures all Food & Beverage items are stored in accordance with appropriate food handling regulations.
5. Maintain proper license and permit required for the day-to-day operations and maintain liquor and beer license.
6. Process all purchase orders and work orders for vending repairs, repairs of the building, appliances, etc.
7. Creates cost analysis as well as profit and loss statements to ensure the Club is aligned with the projected budget.
8. Communicates with patrons to organize Special Events while ensuring the best practices and the adoption of high standards of excellence for all client events.
9. Creates and designs menus that correlate with the budgets and financial targets.
10. Provide day-to-day event planning, preparation and project management for large-scale conferences, and other events for a variety of clients simultaneously.
11. Recording and maintaining all receivable and payable accounts.
8. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Oct 14)

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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 essentially 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 11/21)**. 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: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). 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 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.

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

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**