



STATE OF LOUISIANA
invites applications for the position of:
MWR Attendant
An Equal Opportunity Employer

ANNOUNCEMENT NO. 002-2024

OPENING DATE: January 9, 2024

CLOSING DATE: Open Continuously

SALARY: MA-605 / \$10.00 - \$18.00 hourly

JOB TYPE: Unclassified,*Intermittent/WAE

LOCATION: Multiple Locations

LANG-TC-P-Training Center Pineville, Pineville, LA

LANG-CM-Camp Minden, Minden, LA

LANG-GL-Gillis W. Long Center, Carville, LA

***Intermittent/WAE:** Work as Needed. Not to exceed 47 hours biweekly or not to exceed 1,245 hours annually. Not eligible to earn Leave/not eligible for benefits. Does not earn compensatory time or overtime.

Louisiana Military Department



LMD Installations



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

This State Vacancy Announcement supersedes previous Vacancy Announcement No. 141-2023

POSITION DESCRIPTION: Operate a point of sale register system to conduct sales, returns and exchanges. Must be able to account for cash receipts, credit card transactions, and make correct change. Prepare and serve beverages and food to customers. Restock all operating supplies and shelf stock as needed. Maintain a clean work area/environment for customers and fellow employees. Conduct/document inventory counts of shelf stock and operating supplies as needed. Serve customers efficiently and courteously. Accurately complete all paperwork relating to daily business for cash/credit sales. Account for and secure all monies, shelf stock and MWR property daily. Adhere to management's published daily duties and responsibilities. Wear appropriate work attire as directed by the management. Perform other duties as assigned.

POSITION QUALIFICATIONS: Must be at least 21 years of age. Must obtain a LA Responsible Vendor permit to service Alcohol and Tobacco within 45 days of hire. Must possess a high school diploma or GED. Must be able to lift 35 lbs. Must be available to work nights & weekends.

GENERAL: Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Department of Defense Common Access Card (CAC) Card. Periodic 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.

OTHER REQUIREMENTS: 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.

CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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).

- State Application: The LANG-LMD-H Form 10 (State Application) is located at:
<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

Ms. Wenda Woolf
LMD-HR (Training Center Pineville)
Bldg. 718 "E" St., Pineville, LA 71360
E-mail: wenda.a.woolf.nfg@army.mil
Office: (318) 290-5392 / Fax (318) 290-5060

Mrs. Kandice Miller
LMD-HR (Camp Minden)
100 Louisiana Boulevard, Minden, LA 71055
E-mail: kandice.m.miller2.nfg@army.mil
Office: (318) 299-4277 / Fax: (318) 299-4297

SFC Ashley Ray
LMD-HR (Gillis W. Long Center)
5445 Point Clair Road, Carville, LA
E-mail: ashley.g.ray.mil@army.mil
Office: (225) 319-4766