

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
CANDIDATE POOL ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML250901**

OPENING DATE: 29 August 2025

CLOSING DATE: Open until filled

LOCATION: Mountaineer Challenge Academy South, Montgomery, WV

JOB TITLE: MCA Dietary Assistant

FUNCTIONAL TITLE: Cook

SALARY RANGE: \$21,816 - \$32,508

Note: Position carries a six months probationary period.

How to Apply: Anyone interested in applying for this position must submit a completed West Virginia Military Authority Application for Employment and resume to:
West Virginia Military Authority, Attn. HR – Employment Application, 1703 Coonskin Drive, Charleston, WV 25311-1085 or you may email to ng.wv.wvarng.list.ma-hro@army.mil or fax to 304-561-6321.

MA Application for Employment may be obtained from the West Virginia Military Authority web site: <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

The Mountaineer Challenge Academy is a state program that supports the 8 Core Components of the National Guard Youth Challenge Program. The Academy serves up to 200 at-risk youth, 16-18 years of age, in a 5 ½ month, 24 hour residential program, with a one-year follow-up support program in the youth's home community.

Under the general supervision of the Dining Facility Supervisor, performs skilled work in the preparation and/or service of food for the residents 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 a practical knowledge of food service operations including storeroom and storage procedures, kitchen and dining room functions, meat and bakery operations, and sanitation / cleaning procedures. This position is shift work, requires limited travel, and is subject to on call status. Performs related work and all other duties as assigned.

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 and maintain all documentation required for the Child Nutrition Program.
4. Keep the dining room in a clean, ready-to-use condition.
5. Keep the kitchen and food surfaces in a clean, sanitary condition.
6. Maintain daily records.

EXAMPLES OF WORK

1. Prepare salad bar foods.
2. Prepare baked food items.

3. Prepare meat items using a variety of methods: bake, roast, broil, fry, etc.
4. Prepare main dishes, entrees, soups, stews, vegetables, etc. as indicated on the menu.
5. Serves food to diners.
6. Assembles trays for diners when needed.
7. Washes and cleans dishes, pans, and equipment used in the preparation of food.
8. Cleans the dining room thoroughly including floors, tables, etc.
9. Maintain and monitor refrigeration and freezer inventory.
10. Stocks shelves and manage dry and canned items.
11. Assists in inventory documentation of consumables and other items.
12. Disposes of trash.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of proper food handling, storage and preparation rules.
2. Knowledge of equipment used in the preparation and service of food.
3. Knowledge of proper temperature controls for all foods during holding, transport, reheating and serving.
4. Knowledge of cleaning and sanitation requirements: sweeping and mopping floors, washing tables, equipment, walls and ceilings, washing dishes, pots, pans, glasses and silverware.
5. Skills in peeling, cutting and assembling food items.
6. Skills to measure and weigh ingredients.
7. Skills to portion and serve food and drinks.
8. Ability to walk, stoop, reach, bend, push, pull and stand.
9. Ability to lift up to 40 pounds.
10. Ability to read, write and perform basic arithmetic.
11. Ability to complete food production worksheets.
12. Ability to follow written and oral instruction.

TRAINING AND EXPERIENCE

High School diploma or GED

SPECIAL REQUIREMENTS:

1. As a condition of employment, MCA dietary employees must furnish an approved food handler's certificate within seven days after appointment.
2. As a condition of employment, MCA employees are required to purchase and maintain the required uniform (embroidered MCA Polo shirts and Khaki pants) which must be worn when designated.
3. This 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. **A pre-employment drug screen is mandatory.**
7. **Must pass a federal criminal back ground check.**

Murray "Gene" Holt II
Director, West Virginia Military Authority