WEST VIRGINIA MILITARY AUTHORITY

1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: ML260122

OPENING DATE: 27 January 2026 CLOSING DATE: 6 February 2026

LOCATION: Mountaineer ChalleNGe Academy - North, Camp Dawson, WV

JOB TITLE: Lead Cook

HOW TO APPLY: Anyone interested in applying for this position must submit a West Virginia Military Authority Application form and a copy of your resume to: West Virginia Military Authority, Attn. HR - employment application, 1703 Coonskin Drive, Charleston, WV 25311,
or email to ng.wv.wvarng.list.ma-hro@army.mil. All applications must be received by the closing date.
The WVMA application for employment is located on the WVMA web site:
https://militaryauthority.wv.gov/Forms/Pages/default.aspx

NATURE AND SCOPE OF WORK

Under the general supervision of the Dining Facility Supervisor, performs skilled, full performance level work preparing, cooking and baking food items for the residents of the Mountaineer Challe*NG*e 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 preparing and cooking, storeroom and storage procedures, kitchen and dining room functions, meat and bakery operations, and sanitation / cleaning procedures. This position may supervise others assigned to this area and as directed by the Dining Facility Supervisor. This position is shift work, requires limited travel, and is subject to on call status. Performs related work and all other duties as assigned.

EXAMPLES OF WORK

1. Prepares meats, vegetables and baked food items in accordance with standard recipes.
2. Prepare meats items using a variety of methods: bake, roast, broil, fry, etc.
3. Prepare main dishes, entrees, soups, stews, vegetables, etc. as indicated on the menu.
4. Prepare regular and special diets.
5. Operates mixers, ovens, steamers, peelers, grills and other food preparation equipment.
6. Sets up cafeteria lines and serves meals on the line or in the dining room.
7. Receives and stores food and food service items.
8. Cleans stoves, refrigerators and work areas.
9. Trains new workers in food preparation and kitchen procedures.
10. May order or participate in ordering food and supplies.
11. Inventory and document the use of consumables and other items.
12. Properly manages confidential and sensitive information.

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 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 production records.
7. Monitor cooler and freezer temperatures.
8. Report changes in equipment functioning, building status and prepare work orders.
9. 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.
10. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
11. Must Travel and attend off-site training.

KNOWLEDGE, SKILL, AND ABILITY

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

MINIMUM QUALIFICATIONS AND TRAINING

High School diploma or GED

EXPERIENCE

Two years of full-time or equivalent part-time paid experience in large scale food preparation and serving.

Preference will be given for School Cook / Office of Child Nutrition experience.

SPECIAL REQUIREMENTS

1. Applicant must furnish an approved food handler's certificate within seven days after appointment.
2. As a condition of employment, MCA Dining employees are required to purchase and maintain uniform items (scrub style shirts with pockets and khaki pants) which must be worn during work hours.
3. 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. 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.