



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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JON J.P. FERNANDEZ
Superintendent of Education

ANTONETTE MUÑA SANTOS
Administrator

The Department of Education is currently accepting job applications for the following position to ESTABLISH A LIST:

OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-050-2019)

CAFETERIA MANAGER (9.160)*

OPENING DATE: June 20, 2019 **CLOSING DATE:** July 3, 2019

SALARY: Pay Grade L – General Pay Plan (GPP)

Open: Step 1-10, \$37,100.00 - \$50,931.00 Per Annum

Promotional: Step 1-18, \$37,100.00 - \$65,389.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: Any School

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – Four years of experience as a cook in a large cafeteria or similar institution and one year of supervisory experience; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. (Important: Please submit official or verified copies of education diploma, degree, or transcript with your job application.) **NECESSARY SPECIAL QUALIFICATION** – Possession of a valid health certificate from the Department of Public Health and Social Services.

NATURE OF WORK IN THIS CLASS: Supervises the overall operation of a large cafeteria or similar institution. (Illustrative examples of work: Supervises and participates in preparing, cooking and serving meals for both regular and special diets. Ensures that nutritional, sanitation, and safety standards are followed and maintained. Directs the storage of supplies, equipment, and kitchen utensils and ensures they are maintained and available for work; orders supplies, tools and equipment as needed. Formulates menus; estimates the cost and the amount of food needed for each meal in accordance with prescribed menus and recipes and the number of persons to be served. Assists in food preparation including serving line work during peak periods. Assists in maintaining student discipline on the serving line and in the dining room. Assists principals and teachers in the instruction phases of the lunchroom program. Ability to apply and enforce safe and sanitary work practices on the job. Implements agency policies for personnel, training and safety of subordinates. Maintains records and prepares reports. Performs related duties as required). **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the principles and practices of food service management, including food values and cost. Ability to supervise the work of others. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and recommend changes to enforce improvements. Ability to prepare wholesome and palatable meals with a minimum waste. Ability to plan menus and estimate food requirements in accordance with prescribed menus and recipes and the number of persons to be served. Ability to work long hours while standing in rooms of high temperatures. Ability to apply and enforce safe and sanitary work practices on the job. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the cooking trade.

EMPLOYMENT BENEFITS: This is a permanent, full-time position for any school. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our office, located at **Building-A, 501 Mariner Avenue, Barrigada** or printed from the **Department of Education's website at www.gdoe.net**. Interested applicants must submit a completed "Employment Application" form to the **DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline**. Applications with supporting documents will be accepted up until **July, 3, 2019** at the Human Resources Division Office between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.**

***FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is an Exempt position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or come by and visit our office.

ANTONETTE MUÑA SANTOS,
Personnel Services Administrator