

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DOMESTIC SERVICES AIDE

JOB DESCRIPTION

Employees in this job perform and oversee a variety of hospital services such as housekeeping, preparing and serving food, janitorial work, laundering and maintaining clothing for residents at state facilities.

There are three classifications in this job.

Position Code Title – Domestic Services Aide-E

Domestic Services Aide 5

This is the intermediate level. At this level, the employee performs tasks in an area of domestic services while learning the work methods and practices and developing the skills needed to perform the work.

Domestic Services Aide E6

This is the experience level. At this level the employee, with increased responsibility performs a full range of domestic services aid assignments using limited judgment. Actions are normally determined by specific instructions from the supervisor or by following well-defined procedures, methods and practices.

Position Code Title – Domestic Services Aide-A

Domestic Services Aide 7

This is the advanced level. At this level, the employee functions as a lead worker in a specific area of domestic services overseeing the work of other Domestic Services Aides.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Prepares, cooks, and bakes food, including the reconstituting and heating of convenience foods.

Prepares meals for residents with special dietary needs.

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Cleans and prepares fowl, fish, and meats by weighing, portioning, cutting and trimming, using such tools as knives, spoons, forks and meat saws.

Serves food in a cafeteria line.

Loads hot and/or cold food carts, delivers food to residents' areas, and unloads returned carts.

Sets and waits on tables.

Washes dishes, utensils and equipment; cleans kitchen and dining room premises; removes garbage and trash.

Changes linen, cleans bedding, and makes beds.

Collects and sorts clothing and linens for laundered: collects laundered articles, sorts, folds and stores.

Mends, alters and repairs garments and other items using a sewing machine or by hand; affixes or marks residents', identifying tag using mark machine or by hand.

Cares for residents' clothing by inspecting them for cleanliness, damage, and wear; arranges for laundering, cleaning, repairing and discarding as needed.

Keep inventory of clothing and linen items available for use by residents.

Fabricates curtains, draperies, pillow and furniture coverings from new and used materials.

Keeps inventory of patients property.

Cleans and services restrooms.

Gathers and disposes of rubbish and waste materials.

Vacuums, sweeps and mops floors and stairways, and strips, scrubs and buffs floors using machines equipped with rotating brushes.

Washes woodwork, walls, windows, ceilings and light fixtures using ladders.

Replaces light bulbs and fluorescent tubes.

Loads and unload foodstuff and supplies.

Lifts and moves heavy furniture and equipment using dollies and hand trucks.

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Identifies needed maintenance and repair in work area.

Shovels snow and salts walkways.

Operates such laundry equipment as washers, extractors, dryers, synthetic garment finishers, five piece folders and hot head pressers.

Washes wearing apparel and smaller items by hand.

Provides work experience training for residents.

Perform related work as assigned.

Additional Job Duties

Domestic Services Aide 7

Oversees the work of Domestic Services Aides in a specialized area of domestic service work.

Provides instruction and training in the proper methods and processes necessary to carry out assignments.

Inspect work in progress and upon completion for employees' adherence to standard procedures, methods, practices and techniques.

Inventories stock and foodstuff, household supplies, clothing and equipment; prepares requisitions to replenish stock.

Oversees the preparation and cooking of meals in a safe and sanitary manner.

Oversee dining room set-ups, the serving of meals, and after meals clean up activities.

Oversees housekeeping activities such as making beds and changing linens; cleaning and servicing lavatories; sweeping, mopping, and vacuuming floors and carpeting; and gathering and disposing of garbage, rubbish and other waste materials.

Oversees activities such as the procurement, distribution, storage, laundering and maintenance of the clothing and linen supplies.

Designs or follows pattern instructions to fabricate clothing, special garments or items to be used in training and therapy activities.

Oversees and train residents in skills related to the work area.

Maintains records and prepares reports.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the work methods and practices used in various areas of domestic services such as housekeeping, laundry, food preparation and food service.

Knowledge of the proper use, operation and hazards of machines, tools, equipment, and work aids used in the various areas of domestic services.

Knowledge of the facility practices and procedures.

Ability to maintain records and prepares reports.

Ability to follow instructions.

Ability to communicate effectively.

Ability to satisfactorily complete the required training program.

Additional Knowledge, Skills, and Abilities

Domestic Services Aide 7

Ability to explain instructions and guidelines to others effectively.

Ability to train and assign work to employees.

Ability to prioritize the work of entry and experienced-level Domestic Services Aides.

Ability to organize and coordinate the work of the unit.

Working Conditions

Some jobs require direct contact with patients.

Employees may be assigned to work on any day of the week and on any shift.

Physical Requirements

The job requires an employee to move heavy objects.

Education

No specific amount of formal education is required.

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Experience

Domestic Services Aide 5

No specific type or amount is required.

Domestic Services Aide E6

Eighteen months of experience equivalent to a Domestic Services Aide 5.

Domestic Services Aide 7

Thirty months of experience equivalent to a Domestic Services Aide, including one year equivalent to a Domestic Services Aide E6 in a specific area of work such as food service, housekeeping, clothing or laundry.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DOMSRVADE

Job Code Description

Domestic Services Aide

Position Title

Domestic Services Aide-E

Domestic Services Aide-A

Position Code

DMSRADEE

DMSRADEA

Pay Schedule

U11-002

U11-006

ECP Group 1
Revised 6/1/06
TeamLeaders