

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1.

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Services for Blind Persons (BSBP)
4. Civil Service Position Code Description COOK-E	10. Division Training Center
5. Working Title (What the agency calls the position) Dietary Cook	11. Section
6. Name and Position Code Description of Direct Supervisor HENDERSHOT, ERIC; DEPARTMENTAL MANAGER 13	12. Unit Dietary
7. Name and Position Code Description of Second Level Supervisor ORTIZ, JUAN; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 1541 Oakland Drive, Kalamazoo, MI 49008 Potential schedule: 8-4:30pm with every third weekend off. Week 1: Wednesday and Thursday off. Week 2: Sunday and Friday off.
14. General Summary of Function/Purpose of Position The Bureau of Services for Blind Persons Training Center (BSBPTC) is a residential training facility for blind persons residing in the State of Michigan who qualify for services under the Bureau of Services for Blind Persons within the Department of Labor and Economic Opportunity. This position prepares and serves meals daily to residential participants who may have various dietary restrictions. It is the responsibility of the dietary staff to implement a healthy and varietal menu under the direction of the BSBPTC management team, meeting participant and staff needs as well as meeting all guidelines provided by the Department of Labor and Economic Opportunity and the Kalamazoo County Health Department. This position is an essential staff position within the BSBPTC.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Cooks, prepares, and serves all foods for breakfast, lunch, evening meals, and during the weekends/holidays. Additionally, prepares refreshments and meals as directed for special meetings, which may include other BSBP Training Center functions. Prepares supplemental snacks for diabetic participants. Assist in the introduction of safe food handling and preparation to participants in a work experience.

Individual tasks related to the duty:

- Prepare breakfast, lunch, and dinners to meet dietary, medical, and allergenic needs.
- Prepare meals utilizing safe-handling food procedures.
- Utilization of appropriate equipment and techniques to prepare all foods for service to BSBPTC participants.
- The preparation of foods may include main dishes, salads, side dishes, and desserts- keeping in mind a balanced meal.
- Prepare meals meeting all health department temperature and safe food handling guidelines.
- Prepare meals that have variety both within a day and throughout the week.
- Prepare and store foods that are not utilized in each meal safely.
- Prepare and deliver meals, drinks, or light refreshments for meetings and other functions.
- Prepare supplemental foods for participant nourishment, i.e., sandwiches, fruit, and juices, as required.
- Date and track all food items, disposing/replacing/rotating them in accordance with approved safe food practices.
- Provide training and assessment to Business Enterprise Program (BEP) operators in training.
- Provide information and demonstration to participants in training.
- Provides feedback to counselor/employment instructor on the engagement with participants in training.
- Serves food to participants on the cafeteria line or as a buffet setup.
- Confirm that participants with special needs are present for meals.
- Alerts Support Services staff when participants are absent at mealtimes.
- Loads the serving line with foods.
- Examples of equipment used, but not limited to: Ovens, ranges, panini press, steamers, slicer, microwave, grill, mixer, air fryers, hand tools and utensils, etc.
- Is an essential staff member, responding to duties appropriately.

Duty 2

General Summary:

Percentage: 15

Plan, organize, and gather foods, supplies, and equipment necessary for meal preparation. Assists in freezer and storeroom inventory for purposes of training opportunities and position fulfillment. Tracks refrigerator/freezer temperatures regularly. Always maintain a clean and sanitary kitchen and equipment.

Individual tasks related to the duty:

- Prepare food orders for both pick-up and through contracts that BSBP has in place.
- Inventory waste, needs, and quantity of dry-stock items- utilizing a just-in-time inventory approach.
- Identify and inventory supplies and communicate equipment and adaptive device needs in the kitchen.
- Prep side and main dishes in advance.
- Utilize a stock rotation plan.
- Provide detailed reports to management regarding waste/expired items.
- Works with other dietary team members to get tasks and meals completed in a timely manner.
- Tracks refrigerator/freezer temperature regularly as per policy.

Duty 3

General Summary:

Percentage: 10

Clean, Sanitize, and organize kitchen and cafeteria for participants, visitors, and work experiences.

Individual tasks related to the duty:

- Clean, sanitize, and prepare the cafeteria for the next meal service.
- Prepares dishes for the dishwashing machine, runs the machine, and puts away clean dishes.
- Clean and sanitize racks, shelving, and carts in the kitchen, coolers, storage rooms/closets, and the cafeteria.
- Clean, Sanitize, and restock kitchen for next meal service.
- Assist in meeting health department guidelines for a safe and sanitary food-handling environment.
- Provide information and demonstration to participants in training.
- Cleanup may include but is not limited to steam tables, sweeping/mopping floors, cleaning refrigerators, shelves, walls, cupboards, ceilings, ovens, stop tops, sinks, mixers, microwaves, etc.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Responsibilities and scope may vary.

Duty 5

General Summary:

Percentage: 5

Stays current with training, policies, procedures, and regulations related to this position and BSBP.

Individual tasks related to the duty:

- Complete professional development training.
- Be aware of policies, procedures, and guidelines associated with BSBP, LEO, or health department regulations.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Selecting and preparing proper food choices for participants with special diets and periodically updating menus with balanced food options.

When there is a program, procedure, and/or emergency need, it is the employee's responsibility to evaluate the situation and take appropriate action. Immediate supervisory input should always be sought. However, in the absence of a supervisor, immediate action may be necessary.

17. Describe the types of decisions that require the supervisor's review.

- When unusual situations in normal responsibilities occur.
- Whenever there are questions regarding the State of Michigan, LEO, BSBP or Training Center regulations, policies, procedures, and rules.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Walking, standing, lifting, bending, stretching, moving equipment, etc.
- Environment is a commercial kitchen.
- There is a danger of getting cut while using knives or meat slicers.

- Exposure to highly concentrated cleaners.
- Danger of burns from hot ovens, grills, pans, grease, etc.
- Use of universal precautions is required due to potential exposure to people with communicable diseases.
- Exposure to extreme temperatures, both hot and cold.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Perform dietary responsibilities, including preparation of meals, cleaning and sanitization of equipment, utensils, counters, tables, and other high touch areas, as well as utilizing safe food handling procedures, first in and first out rotation methods, dating of opened food, and proper holding of food.

This position is an essential position and is required to work during building emergency shutdowns when called upon to do so.

Duties 1 – 5 as described in section 15.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Providing training and assessment to BEP trainees. Working as part of the dietary team to clean and sanitize racks, shelving, and carts. Minor changes to PD to align with current duties.

25. What is the function of the work area and how does this position fit into that function?

The Bureau of Services for Blind Persons Training Center is a residential facility that provides vocational and independent living skills of blindness training to blind participants. This position is responsible for safe food preparation and service to participants for breakfast, lunch, and dinner while maintaining attentiveness to the dietary needs of residential participants.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Cook 5
No specific type or amount is required.

Cook E6

One year of experience in quantity cooking and food preparation.

Note: Equivalent combinations of education and experience, which can be shown to provide the required knowledge, skills, and abilities, will be evaluated on an individual basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Should know food preparation, safe food handling, and food service.
- The ability to work closely with individuals from various backgrounds is essential.
- Knowledge of the accepted practices, processes, materials, and tools of the food service profession.
- Ability to prepare food from menus and recipes.
- Ability to adapt standard recipes in preparing food for varying numbers of people and those with special dietary needs.
- Ability to follow instructions.
- Knowledge of sanitization, cleaning, and dishwashing.
- Knowledge of the occupational hazards and safety precautions of the food service professions.
- Knowledge of health department regulations concerning food service and meal preparation.
- Ability to communicate verbally and through written communication effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

Serv Safe or equivalent safe food handling certification preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee Date