

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

Position Code

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 MDHHS-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description Domestic Services Aide-E	10. Division
5. Working Title (What the agency calls the position) Domestic Service Aide-E	11. Section
6. Name and Position Code Description of Direct Supervisor MIKA, KARLEY; DIETITIAN NUTRITIONIST MGR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor DRZEWIECKI, MARYJO; ADMINISTRATIVE MANAGER-4	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / days and hours vary

14. General Summary of Function/Purpose of Position

Performs a variety of housekeeping and dietary services providing a healthy, clean working environments and safe/sanitary food service for patients and staff in patient and non-patient care areas. Completes duties related to cleaning in patient areas on units to include bed/dorm rooms, rest rooms, tub/shower rooms, unit dining areas, common gathering areas on patient units and other assigned work locations. Completes tasks in the linen areas such as: needed linen on units and replenishes laundered supplies. Will work in nutritional service locations to include meal service and food preparation. Delivery of meals to patient units as well as working in a cafeteria style setting for meal services. Daily cleaning of assigned areas within the nutritional service department.

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: 95

Environmental Services: Clean and sanitize the hospital environment, patient living areas, baths/shower rooms and employee areas.

Nutritional Services: Provide meal service to patients such that meals are appetizing, appropriate in temperatures, wholesome and served in a pleasant environment in compliance with regulations and standards of Joint Commission, CMS, MIOSHA, and other governing bodies.

Individual tasks related to the duty:

- Wash windows, light fixtures, walls, and furniture.
- Dust; high and low.
- Vacuums, sweeps, and mops floors and stairways.
- Gather and empty trash containers, clean containers.
- Cleans and services restrooms and shower/tub rooms.
- Floor care – scrubs, strips, waxes, buffs hard floors, carpet cleaning
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- Prepares, cooks, and bakes food, including the reconstituting and heating of convenience foods.
- Prepares meals for patients with special dietary needs.
- Serves food in a cafeteria line.
- Loads hot and/or cold food carts, delivers food to patient areas and unloads returned carts.
- Washes dishes, utensils, and equipment; cleans kitchen and dining room; removes garbage and trash.
- Maintains sanitation and food safety regulations.
- Operate equipment required to perform job.
- Lifts and moves heavy furniture and equipment using dollies and hand trucks.
- Identifies needed maintenance and repair in work areas.
- Oversees work experience training for patients.
- Performs related work as assigned.
- Operates laundry equipment: washers and dryers.
- Adheres to all DHHS, Caro Psychiatric Hospital and departmental policies and procedures.

Duty 2

General Summary:

Percentage: 1

Sets up furniture and prepares food/beverage for hospital and patient functions.

Individual tasks related to the duty:

- Moves furniture to event location.
- Prepares food and beverage for delivery to event location.
- Removes furniture and food/dishes from event location.
- Cleans areas and dishes after event.

Duty 3

General Summary:

Percentage: 2

Attends mandatory in-services, meetings, and training as scheduled/provided.

Individual tasks related to the duty:

- DHHS mandated training, rules, meetings, and in-services
- Caro Psychiatric Hospital yearly mandatory in-services
- Departmental meetings, training, and in-services

Duty 4**General Summary:****Percentage:** 2

General building upkeep

Individual tasks related to the duty:

- Wash windows and screens
- Clean fans, vents, etc.
- Perform relief assignments as required.

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

Uses independent judgment in making decisions requiring the application of policies, procedures and practices of a DSA-E covering specific situations.

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

Any variation in product preparation, service delivery time changes. Complaints concerning the quality or quantity of DSA-E services being performed, equipment failures or out of the ordinary food or housekeeping requests. Decisions which require an interpretation of the content of reference manuals and guidelines including the Caro Psychiatric Hospitals. Policies, Environmental Services Policy and Procedure Manual, Joint Commission Standards, OSHA Standards, and various manuals and references provided by manufacturers of housekeeping equipment and supplies.

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.

Physical: Standing, walking, bending, stooping, carrying, pulling, pushing, handling (66-100%). Moderate to heavy lifting is required at times (50-100#, 10-20%). Environmental: Fumes, heat, heights, dust, noise (33-66%). Must have stamina to work more than eight hours in a day if required to remain on overtime. (MOT).

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):**☐ Complete and sign service ratings.☐ Assign work.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
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?

Clean and disinfect the hospital environment, patient living/activity areas, bath/shower rooms, and employee work areas. Provide meals and snacks which are nutritional, temperature appropriate and appealing to patients. Floor care such as stripping, waxing, and buffing. Operate equipment safely. Provide clean sanitary clothing/linens to patients.

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

Continue increased emphasis on a safe and secure environment by accrediting agencies.

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

To provide a clean, disinfected service to the hospital for a safe and healthy environment for the patients, visitors, and employees. This position is responsible for maintaining a clean and safe environment. To assure nutritious, appealing meals are provided for patients according to their diet order. This position is responsible for maintaining safe and sanitary food service to patients.

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

EDUCATION:

No specific type or amount is required.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of typical domestic/dietary service work methods and practices. Ability to follow verbal and written instructions. Ability to operate various equipment, and machinery used in the service. Knowledge of infection control. Knowledge of security related matters and channels of communication.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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.

I agree with above statements.

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