

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. COOKE

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-INSTITUTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Juvenile Justice
4. Civil Service Position Code Description Cook-E	10. Division Juvenile Justice Programs
5. Working Title (What the agency calls the position) Cook - E	11. Section Michigan Youth Treatment Center (MYTC)
6. Name and Position Code Description of Direct Supervisor VACANT; FOOD SERVICES SUPERVISOR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; YOUTH RESIDENTIAL DIRECTOR-3	13. Work Location (City and Address)/Hours of Work 400 N. Rose Street, Mt. Clemens, MI. / 8-5

14. General Summary of Function/Purpose of Position

The Cook is responsible for providing a healthy menu and food planning for the youth at MYTC in the regard of food services. It is essential that the Cook also maintain a clean, safe kitchen following ServeSafe. Duties will include preparing meals for youth and staff, plan and prepare special diets as required, and ensure food is ordered and ensure orders are within budget allocations. The Cook will follow best practices and ensure compliance with the Department of Health standards for cleanliness. This is routine work involving responsibility for preparing meals for moderate number of people.

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

Prepares meals, meals with dietary restrictions, and special function requests. Maintain all intake of nutrition in and out of the JJ facility.

Individual tasks related to the duty:

- Prepares meals for youth and staff, including those with special dietary needs.
- Performs skilled cooking tasks, such as preparing and cooking meats, making deserts, and preparing special dishes.
- Oversees youth dietary needs.
- Holds keys to the kitchen and all other areas of kitchen that require locking.
- Ensure presentation of all food served is appealing to the eye and matches USDA hot lunch school menu health requirements (calorie intake/health codes).
- Innovative ideas for healthy menu increases.
- Ensure service and delivery of menu items.
- Resolve problems with adjustments or make proper substitutions for food preparation and production.

Duty 2

General Summary:

Percentage: 25

Inventory, order food and paper supplies, receive and put away food service supplies according to proper storage procedures.

Individual tasks related to the duty:

- Inventory and order food supplies when necessary.
- Rotate all food items using first-in, first-out procedure.
- Check invoices to ensure what is ordered is received.
- Maintain a safe and functioning kitchen.
- If external service is needed for kitchen equipment, report and schedule with external partners.
- Keep freezers, refrigerators, and storage areas clean to maintain sanitary conditions.
- Inspects main kitchen and pantry kitchens to maintain sanitary conditions.
- Ensure proper care and cleaning of dishes, equipment, and kitchen facilities.
- Complete food orders and provide to supervision

Duty 3

General Summary:

Percentage: 10

Training Compliance

Individual tasks related to the duty:

- Responsible for required for food safe training/storing of food and overall kitchen operation at MYTC.
- Attends and actively participates in all training, in-services, conferences, and meetings as required by MYTC Administrative Team.
- Completes all tasks and duties as assigned for all operations of MYTC Kitchen.
- Review innovative ideas to promote further opportunity to the youth placed at MYTC (baking classes, ServeSafe, etc.).
- Responsible for driving MYTC vehicle/observing all state and federal laws relevant to operating a motor vehicle.
- Properly documents decision and communicate action to management staff and/or on-call administrator.

Duty 4

General Summary:

Percentage: 5

Other related duties as assigned

Individual tasks related to the duty:

Other related duties as assigned.

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

Appropriate menu substitutions when necessary.

Ordering of food

Innovative dietary menu opportunities

Training youth in the kitchen

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

Implementation of menu and/or diet changes.

Mealtimes.

Changes with work schedule

Persistent issues or concerns with staff or youth.

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.

- Physically unload / load food truck, clean dishes, load dishwasher, lift heavy pans, carry heavy pans of food from one location to another, stand on feet for a long period of time (most entire shift will be completed in a standing/walking position).
- Extreme hot or cold temperatures (walk-in fridge and freezer, hot stoves/ovens, etc.)
- Operate a motor vehicle.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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 - new position

23. What are the essential functions of this position?

Prepare meals, inventory, maintain cleanliness, and stock the kitchen for the JJ facility.

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

New position

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

This position is located in a secure, residential facility for adjudicated youth. This position prepares nutritious meals and snacks according to menus, dietary restrictions, or other requirements; and maintains the cleanliness of the kitchen facilities.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification.

- Understanding of agency practices, delinquent population related legal requirements and possesses crisis management skills.
- Understanding of related labor contract requirements.
- Must be willing to become computer literate.
- Good working knowledge of large-scale food preparation and cooking methods
- Some knowledge of food values and nutrition
- Working knowledge of special diets and their preparation
- Ability to understand and follow oral and written directions
- Good moral character and good physical condition
- Capable of maintain related equipment, inventories, preparation of orders and receiving the necessary supplies
- Ability to work with and follow instructions of a supervisor, and also to take initiative when a supervisor is not present
- Ability to work with and instruct both staff and delinquent youth.

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:

- Food Handler's Certification
- Serve Safe Certification
- Possess a valid State of Michigan Driver's License
- Criminal history background check free of felony convictions
- Submission of fingerprints, background check free from sexual offense
- Pre-employment drug screen and driving record check
- Must have reliable transportation

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.

CANDACE EWING

4/16/2025

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