

**State of Michigan
Civil Service Commission**

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

Position Code

1. DMSRADEAA17R

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-KALAMAZOO PSYCHIATRIC HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals and Centers
4. Civil Service Position Code Description Domestic Services Aide-A	10. Division
5. Working Title (What the agency calls the position) DSA 7 - lead worker	11. Section Nutritional and Environmental Services
6. Name and Position Code Description of Direct Supervisor ; FOOD SERVICES SUPERVISOR-1 9	12. Unit Food Service
7. Name and Position Code Description of Second Level Supervisor ; DIETITIAN NUTRITIONIST MGR-2 13	13. Work Location (City and Address)/Hours of Work 1312 Oakland Drive, Kalamazoo / Varies

14. General Summary of Function/Purpose of Position

Employee perform lead worker duties within the Food Service area. Responsible to see that the DSA 5's and E 6 employees perform daily tasks as assigned to ensure quality of work is maintained. Provides instruction and training in the proper methods and processes necessary to carry out assignments of the DSA 5-E6. Works in a DSA -E6 capacity as needed and or assigned by supervisor.

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: 45

Oversee daily work assignments of DSA 5-E6 staff ensuring schedules and duties are met as required.

Individual tasks related to the duty:

- Participates in all functions of the DSA 5, E6 related ot daily work assignments, schedules and duties.
- Check quality of DSA work.
- Provide training and direction on proper procedures to be followed to complete assignments.
- Train new DSA staff on food service equipment and work flows
- Provide supervisor information regarding DSA work performance
- Assign daily duties as needed
- Ensure that all scheduels are followed
- Works in the DSA 5/E6 capacity as needed or assigned by supervisor.

Duty 2

General Summary:

Percentage: 30

Receiving and Delivering Supplies

Individual tasks related to the duty:

- Participates in all DSA 5/E6 functions related ot receiving, delivering and storing products.
- Direct and assist with setting up meal carts.
- Sets up food carts with ingredients necessary for meal preparation.
- Prepare requisitions for supervisor's signature.
- Maintain appropriate inventory of items required to complete jobs
- Verify deliveries agains invoices. Document and report any discrepancies to sueprvisor.
- Comply with regulations regarding storage of materials and food items
- Check accuracy of dates on all incoming food products at the time of delivery.
- Check accuracy of and department's ability to use products by expiration dates on all incoming products.
- Rotation of stock-First In, First out.
- Inventory food items, as requested by supervisor.

Duty 3

General Summary:

Percentage: 15

Meet all saafety sanitation guidelines

Individual tasks related to the duty:

- Participates in all DSA 5/E6 staff functions related to safety and sanitation guidelines.
- Provide MSDS when delivered with products and ensure staff comply with them
- Inspect work areas for cleanliness and safety procedure compliance.
- Prepare food items for special food activity requests
- Maintain reports on safety/sanitation inspections in absence of supervisor
- Responsible for maintaining a clean work area.
- Inspect tray line for accuracy and appearance of meal trays as requested by or in absence of supervisor.
- Inspect DSA 5/E6 finished work for neatness, sanitation and quality completion.

Duty 4

General Summary:

Percentage: 10

Use and oversee the use of various equipment for the completion of departmental tasks

Individual tasks related to the duty:

- Nutritional Services Equipment: Grinder, Slicer, Truck lift, Blenders, Mixers, Steamers, Convection Ovens, Grill Top, Convection Oven, Steam Jacketed Kettle, Choppers, Walk in and Reach in Refrigerators and Freezer, Hot and Cold Tables, Pass Through Warmer and Pass Through Refrigerator, Carts.

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

Variations in following scheduled routines if situations arise that warrant change.

Substitution of menu items if needed

In absence of Food Service Supervisor or Director of Nutritional and Environmental Services, implement emergency menu once hospital notifies that an emergency exists.

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

Decisions that cross hospital departmental lines or decisions that will impact consumer services or compromise normal hospital operations.

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.

Standing, walking, bending, carrying, pulling, pushing, handling, climbing, stooping, reaching 66-100%

Lift heavy boxes or other items frequently 44-45%

Fumes, heat, heights, dust, noise, poor ventilation 33-66%

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	DOMESTIC SERVICES AIDE-E E6		DOMESTIC SERVICES AIDE-E E6
	DOMESTIC SERVICES AIDE-E E6		DOMESTIC SERVICES AIDE-E E6
	DOMESTIC SERVICES AIDE-E 5		DOMESTIC SERVICES AIDE-E 5
	DOMESTIC SERVICES AIDE-E 5		

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.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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?

Provide lead work responsibilities for DSA 5, E6's in the Food Service Area

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

New

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

The Nutritional and Environmental Services Department provides Food Service, Housekeeping and Laundry Services to Hospital Consumers. The DSA A assists the higher level supervisory staff in ensuring these services are provided daily in a timely and proper manner in the various settings where DSA E's work.

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 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to read and write

Ability to direct others toward achieving a common goal, good organizational skills

Ability to explain instructions and guidelines to others effectively

Ability to coordinate the work of the assignment locations

Ability to prioritize the work of the DSA E's

Ability to train and assign work to employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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

10/31/2013

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