

**State of Michigan
Civil Service Commission**

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

Position Code

1. DMSRADEEA31R

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-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Community And Hospital Services
4. Civil Service Position Code Description DOMESTIC SERVICES AIDE-E	10. Division Administrative Services
5. Working Title (What the agency calls the position) Housekeeper	11. Section Housekeeping Department
6. Name and Position Code Description of Direct Supervisor VACANT; DOMESTIC SERVICES SPV-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor TAYLOR, LINDA; DOMESTIC SERVICES SPV-3	13. Work Location (City and Address)/Hours of Work 8303 Platt Road Saline, MI 48176 / 6:00am-2:30pm; rotating weekends

14. General Summary of Function/Purpose of Position

Performs a variety of housekeeping services to ensure a safe, clean, and sanitary environment through routine cleaning of patient rooms, common areas, and other facility spaces. Follows MDHHS and Center for Forensic Psychiatry procedures and policies to ensure patient and staff safety.

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: 88

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

Individual tasks related to the duty:

- Washes windows, light fixtures (using ladders/stools), walls, woodwork, and furniture.
- Clean/sanitize toilets and toilet fixtures.
- Clean/sanitize/scrub shower walls/floors ceilings.
- Disinfect high-touch surfaces and follow infection control protocols.
- Dusting, high and low.
- Empty trash containers, clean and reline containers. Dispose of trash in appropriate containers/location.
- Safely and properly disposes of hazardous waste in accordance with hospital policies.
- Daily floor maintenance: vacuuming, exchanging carpet mats, dust mopping, wet mopping, cleaning stairwells/stairways and speed buffing.
- Report any maintenance issues or safety hazards or concerns to the appropriate personnel.
- Operates laundry equipment: washers and dryers.
- Folds rags.
- Performs related work as assigned.

Duty 2

General Summary:

Percentage: 5

Floor Care

Individual tasks related to the duty:

- Ensures safe operating condition of scrubbing/buffing equipment.
- Removes all furnishings from room/area to be cleaned.
- Properly mixes solvents.
- Applies cleaning solution to floor using a floor scrubber.
- Pick up cleaning solution and soiled water.
- Rinse floor.
- Apply wax/sealer, after drying floor replace furniture.

Duty 3

General Summary:

Percentage: 3

Load/Unload supplies and moves furniture.

Individual tasks related to the duty:

- Picks up supplies from supply room.
- Stocks supplies in housekeeping mop closets and carts.
- Moves furniture to and from various locations in the facility using appropriate hand trucks/dollies as needed to complete task.
- Arranges furniture for facility functions.
- Removes damaged furniture from areas for transport to Maintenance for repair/disposal.
- Loads and unloads State vehicles during transportation of facility property.
- Deliver patient clothing or other supplies when needed.

Duty 4**General Summary:****Percentage: 3**

Other related duties.

Individual tasks related to the duty:

- Gather medical waste once per month for proper removal from facility.
- Gather recyclables paper and plastic throughout the facility weekly.
- Sweep/remove debris from sidewalks, entrance and exit areas/patient activity yards.
- Gather soiled linen from designated areas.
- Take soiled linen to dock area for pick-up from vendor
- Fill in working in the patient clothing room as needed.
- Other related duties as assigned.

Duty 5**General Summary:****Percentage: 1**

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

Individual tasks related to the duty:

- MDHHS mandated training, rules, meetings and computer training.
- CFP required training.
- Departmental meetings, and training.

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

Uses independent judgement in making decisions requiring the appropriate practices and procedures of housekeeping services.

Patients, staff and visitors are affected by these decisions.

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

How to correctly complete housekeeping assignments (if unclear) and/or proper/safe use of equipment and the appropriate products to use for specific jobs.

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.

Demonstrates the appropriate use of housekeeping equipment and push/pull/lift/carry loads/equipment in excess of fifty (50) pounds.

Physically exposed to hazardous waste, fecal, urine, blood, infectious waste, chemical, wet, cold, heat, noise, dust, odors, fumes, fire and vibration.

Exposed to these conditions at any time during a typical work day.

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. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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/facility environment, patient/living/activity areas, bath/shower/rest rooms and employee work areas.

To be exposed to chemicals used for maintaining the cleanliness of the facility.

Floor care, such as mopping, stripping, waxing and buffing.

Load/unload supplies and move furniture.

Operate equipment safely/properly.

Work around individuals that may have committed crimes and require psychiatric intervention.

Work eight (8) hours per day.

Work overtime, as required.

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

Maintaining the patient clothing and linen room duties have been removed since the position was last reviewed. Modification made to box 14 to reflect this change. Slight modifications to tasks in duty 1. Last task added to duty 3. Duties 4 and 5 updated.

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

This is a diagnostic evaluation center and an inpatient hospital for persons charged with criminal offenses to determine if a circuit court trial will be held or if the person(s) will be hospitalized for psychiatric treatment.

To provide a clean and sanitized environment for all.

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:

As listed on the Civil Service Job Specification. In addition:

- Ability to communicate and interact well with supervisors, staff, patients/clients and external customers.

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:

Positions within this classification are assigned job duties that may require a valid drivers license to operate designated state vehicles.

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.

EMILY WILLIAMS

2/5/2026

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