

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-WALTER P. REUTHER PSY HS
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Hospital and Centers
<b>4. Civil Service Position Code Description</b> Domestic Services Aide-A	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Domestic Services Aide	<b>11. Section</b> Housekeeping
<b>6. Name and Position Code Description of Direct Supervisor</b> KING, DYWAN M; DOMESTIC SERVICES SPV-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> RUSSELL, KATHRYN M; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 2:30PM- 11:00PM rotating days off
<b>14. General Summary of Function/Purpose of Position</b> The employee in this position functions as a lead worker in Housekeeping. Oversees the work of other Domestic Service Aides and inspects work. Provides instruction and training. Purchases supplies through contract vendors. Performs a variety of housekeeping services to maintain a safe, clean, neat, and sanitary environment for all patients, visitors and employees. May be assigned duties in the patient clothing room such as: sewing, mending, washing/drying, folding, sorting, labeling, record-keeping, inventorying, storing property, processing clothing requests, measuring patients and discharge of patient property. Maintains a clean and organized patient clothing room. May also be assigned tasks in the clean linen room such as: pickup and delivery of linen carts, unloading and loading linen onto/off of linen carts, sorting, placement of ties on hamper bags and stamping linen. Inventories supply of linen on hand, ward linen and assesses needed linen on wards and replenishes. Maintains a clean and organized clean linen room.	

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: 65**

Oversee the work of Domestic Service Aides E-6's.

**Individual tasks related to the duty:**

- Coordinates work of DSA E-6's by scheduling assignments.
- Inspects work in progress and ensures DSA adherence to standard procedures, methods, practices and techniques.
- Provides instruction and training in proper procedures/methods of processes.
- Purchase supplies.
- Maintains power equipment ensuring it is clean and in safe operational use.
- Submits requests for maintenance services as needed.
- Mixes cleaning solvents and labels stock and supplies.

**Duty 2**

**General Summary:** **Percentage: 15**

Load/Unload supplies and moves furniture.

**Individual tasks related to the duty:**

- Puts stock in appropriate storage area.
- Labels all chemicals with hazardous identification labels.
- Moves furniture from various locations in the hospital to various other areas in the hospital.
- Arranges furniture/set ups for hospital functions.
- Transport damaged furniture from hospital to maintenance for repairs.
- Loads and unloads state vehicles during transportation of state property.

**Duty 3**

**General Summary:** **Percentage: 10**

Floor Care

**Individual tasks related to the duty:**

- Checks operating condition of all floor equipment.
- Vacuums, sweeps, mops, shampoos carpets, scrubs, strips, waxes and buffs floors using required equipment.

**Duty 4**

**General Summary:** **Percentage: 5**

Processing patient property

**Individual tasks related to the duty:**

- Receives patient property.
- Sorts and inventories clothing.
- Picks up and delivers patient property on wards.
- Completes appropriate clothing requests.
- Orders clothing from contract vendors.
- Maintains record-keeping.

**Duty 5**

**General Summary:** **Percentage: 5**

Processing of linens

**Individual tasks related to the duty:**

- Receives clean linen deliveries from vendor.
- Unloads linen carts and restocks shelves.
- Checks ward linen supplies and replenishes.
- Checks condition of linens.
- Orders linen to maintain an ample supply on hand.
- Stamps/labels new linen deliveries.

- Places linen stock on appropriate shelving unit.

**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 lead worker covering specific situations.

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

Decisions which require an interpretation of the content of reference manuals and guidelines including the hospital administrative manual, housekeeping policy and procedure manual, JCAHO 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.**

Must be able to lift heavy objects, furniture, and equipment. Caution when using cleaning agents and machinery. Requires direct contact with severely mentally ill patients. Must have stamina to work more than eight hours in a day if required to maintain on overtime or return to work on emergency assignments.

**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 E6		DOMESTIC SERVICES AIDE-E E6
	DOMESTIC SERVICES AIDE-E E6		DOMESTIC SERVICES AIDE-E E6

**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?**

New Position

**23. What are the essential functions of this position?**

- Overseeing the work of DSA E-6's.
- Floor care.
- Process patient property.
- Processing clean linen.
- Maintaining a clean and safe environment.

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?

To provide a clean and disinfected service to the hospital for a safe and healthy environment for the patients, visitors, and employees.

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:**

- Knowledge of the work methods and practices used in various areas of domestic services such as housekeeping, laundry, food preparation and food service.
- Knowledge of the proper use, operation and hazards of machines, tools, equipment, and work aids used in the various areas of domestic services.
- Knowledge of the facility practices and procedures.
- Ability to maintain records and prepares reports.
- Ability to explain instructions and guidelines to others effectively.
- Ability to train and assign work to employees.
- Ability to prioritize the work of entry and experienced-level Domestic Services Aides.
- Ability to organize and coordinate the work of the unit.
- 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.

New Position.

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

ROBBIN COOPER

1/19/2023

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