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| CS-214  Rev 11/2013 |  | Position Code   1. DMSRADEE |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| This position description serves as the official classification document of record for this position. Please complete this form 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 |
|  | DEPARTMENT OF HEALTH AND HUMAN SERVICES/KALAMAZOO PSYCHIATRIC HOSPITAL |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | STATE HOSPITALS AND BEHAVIORAL HEALTH OPERATIONS |
| 4.Civil Service Position Code Description | 10. Division |
| DOMESTIC SERVICES AIDE-E 5/6 | ADMINISTRATION |
| 5.Working Title (What the agency calls the position) | 11. Section |
| DOMESTIC SERVICES AIDE | NUTRITION AND ENVIRONMENTAL SERVICES |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| FSS-9/ DSS-9 |  |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| GORDON NORRIS, ADMINISTRATIVE SERVICES DIRECTOR | 1312 OAKLAND DRIVE, KALAMAZOO, MI 49008  5:30AM – 2PM, 6AM – 2:30PM, 10AM – 6:30PM, 12PM – 8:30PM |
| 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. May assist in the storage and dispersing of patient property. Completes tasks in the clean linen room such as: pick-up and delivery of linen carts, unloading and loading linen onto/off of linen carts, transporting linen carts, and stamping linen. Inventories supply of linen on hand, unit linen, and assess needed linen on units 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 of Duty 1 % of Time 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 * 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 tra * 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, KPH and departmental policies and procedures | |
| Duty 2 **General Summary of Duty 2 % of Time 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 | |

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| Duty 3 **General Summary of Duty 3 % of Time 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 * KPH yearly mandatory in-services * Departmental meetings, training and in-services |
| Duty 4 **General Summary of Duty 4 % of Time 2**  General building upkeep. |
| **Individual tasks related to the duty.**   * Remove snow, ice, leaves, debris from window wells and quad entrances * Wash windows and screens * Clean fans, vents, etc. * Perform relief assignments as required |

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| 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 KPH 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 is 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 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.** | | | |

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| 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.  No change. |
| 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 amount of formal education 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.  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 follow instructions. * Ability to communicate effectively. * Ability to satisfactorily complete the required training program.   Domestic Services Aide 7   * 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. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  None. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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’s Signature Date** |

**NOTE: Make a copy of this form for your records.**