

**State of Michigan
Civil Service Commission**

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

Position Code

1. TRADINSE

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 DOC-HANDLON MI TRAINING UNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CORRECTIONAL FACILITIES ADMINISTRATION
4. Civil Service Position Code Description Trades Instructor-E	10. Division
5. Working Title (What the agency calls the position) FOOD TECHNOLOGY & HOSPITALITY MANAGEMENT INSTRUCTOR	11. Section ACADEMIC AND VOCATIONAL EDUCATION
6. Name and Position Code Description of Direct Supervisor BODELL, BELLE M; SCHOOL PRINCIPAL-3	12. Unit W22
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Richard Handlon Correctional Facility 1728 W Bluewater Highway, Ionia MI 48846 / Monday - Friday 0800-1630
14. General Summary of Function/Purpose of Position The Food Technology/Hospitality Management Instructor provides career & technical training for prisoners at the Richard A. Handlon Correctional Facility. The Food Technology and Hospitality Management class is located in the school which is inside the secure perimeter. The primary purpose is to provide prisoners with marketable job skills to obtain and maintain employment upon release to the community.	

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: 35

Teach Food Technology and Hospitality Management trade to prisoner/students in a safe and secure environment.

Individual tasks related to the duty:

- Teach prisoner/students the safe use and operation of tools, equipment and hazardous materials.
- Maintain control of all tools, equipment and hazardous materials, through constant monitoring and inventories, as prescribed by Department Policies and Procedures.
- Enforcement of the area's, school's and the Department's rules and regulations, to include administering appropriate disciplinary action to prisoners.
- Maintain current levels of instructional competency, through regular attendance of trade schools and Departmental training.
- Ensure prisoner/students compliance with all Departmental Custody and Security policies and procedures.
- Ensure compliance with all MIOSHA and OSHA safety rules and regulations.

Duty 2

General Summary:

Percentage: 35

Teach prisoner/students the skills needed to pass the various components of Food Technology and Hospitality curriculum with the ultimate goal of gaining employment upon release.

Individual tasks related to the duty:

- Administer tests designated to reveal aptitude for the food technology and hospitality trade.
- Develop and conduct individual, as well as group, instructions, utilizing lecture, demonstration and hands on activities.
- Work within the approved budget parameters.
- Maintain adequate training aides and provide pseudo work environment situations to provide the prisoners an opportunity to practice learned skills.
- Ensure an adequate Food Technology and Hospitality reference library, consisting of both text and audio/visual materials are maintained.
- Inventory, order, evaluate, distribute and secure all necessary parts, supplies and materials to facilitate the program.
- Maintain the program's ability to prepare the prisoners for employment in the Food Technology and Hospitality industry, through constant updating of course materials in compliance with department standards.

Duty 3

General Summary:

Percentage: 10

Evaluate the prisoner's skill levels and progress to develop an individual educational program plan with specified goals that will assist prisoners to move efficiently through the curriculum.

Individual tasks related to the duty:

- Maintain progress plotters; produce and maintain individual progress reports on a continuing basis that reflect student's vocational efforts and success at moving through the food service and hospitality management curriculum.
- Conduct interviews with prisoners to ascertain his level of competency and experience.
- Develop and conduct testing to verify levels of competency.
- Utilize existing and evolving programming to develop an individual educational program plan to address identified competency deficits.
- Develop and conduct testing to assess prisoner progress.
- Assist prisoners in the development of a monthly meal to be served to designated staff, prisoners or visitors.

Duty 4

General Summary:

Percentage: 10

Educational and administrative responsibilities.

Individual tasks related to the duty:

- Record and maintain Departmental mandated inventories, i.e. tools, hazardous materials, etc.
- Teach prisoner aides proper techniques to assist prisoner/students with their assignments and provide training to ensure the proper issuance of tools and equipment.
- Monitor and maintain an accurate accounting of prisoner attendance.
- Maintain prisoner progress, utilizing program progress plotter, work and program performance reports and other appropriate Departmental forms.
- Develop and submit annual budget proposals for the Food Technology and Hospitality Management Program.
- Attend meetings and required training sessions.
- Keep current in employment requirements including trends in the culinary/hospitality industry.
- Maintain communications between other Food Technology Instructors to develop best practices and maintain consistency between programs.

Duty 5

General Summary:

Percentage: 5

Custodial and preventative maintenance.

Individual tasks related to the duty:

- Utilize maintenance request forms to report defects with the physical plant.
- Supervise the cleaning of the Food Technology and Hospitality area.
- Perform the required preventative maintenance on the equipment used in the trade.

Duty 6

General Summary:

Percentage: 5

Respond under conditions of emergency.

Individual tasks related to the duty:

- May be called to provide assistance during conditions of emergency to perform a variety of services, such as: Food Preparation and delivery, prisoner incident observer, information runner, or other duties as assigned.

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

Determine the daily program's content. Determine what training materials are appropriate for the program. Determine the appropriate method of delivery of program content. Determine the level of competency of the prisoners. Determine whether a prisoner has violated a rule or policy. Determine the appropriate disciplinary action to take should a violation occur.

All of these decisions affect the educational opportunities of the prisoners.

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

Termination of prisoners from class, whether for lack of progress or for misconduct. Spending of the appropriated funds. Educational program plans are reviewed and signed. Review and sign certificates of achievement.

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.

Required to work in a confined space with close physical contact with prisoners and may therefore be exposed to inherent dangers. Required to lift items and materials in excess of 50 lbs on a daily basis. Required to work with toxic and caustic materials weekly. Under conditions of emergency, may stand outside in inclement weather, observing prisoners' and their living quarters for lengthy periods of time.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

- Maintain classroom control/discipline using established policies and procedures.
- Evaluate prisoner/students and determine individual needs as they relate to classroom instruction.
- Administer skills assessments, evaluate performance and modify instruction.
- Attend staff and other meetings.
- Provide classroom evaluations and additional reports as necessary.
- Additional duties as assigned.

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

- Convert the subclass code of an existing Trades Instructor (Automotive) at MTU to Trades Instructor (Food Technology). The position will remain at MTU. This will align the Food Technology program with other programs at the MTU Vocational Village that utilize two instructors for program continuity and to maximize the investment in classroom and training spaces.

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

Provide an adequate and appropriate classroom environment conducive to learning Food Technology and Hospitality skills to assist students in becoming productive citizens upon their release from prison.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an associate's degree in Food Technology and/or Hospitality Management.

TRDFOODSRV- Four years of experience in quantity food preparation, handling and serving of meals in a sanitary food service operation.

Education level typically acquired through completion of high school and four years of recent experience in the practice of Food Technology and Hospitality Management, including six months of experience training others in the trade or occupation may be substituted for the education and experience requirements.

Alternate Education/Experience for Trades Instructor P11: Possession of an appropriate bachelor's degree, master's degree, or vocational teacher certification may be substituted for the education and experience requirements.

EXPERIENCE:

Trades Instructor P11

No specific type or amount is required.

Alternate Education and Experience

Trades Instructor P11

Possession of an appropriate bachelor's degree, master's degree, or vocational teacher certification may be substituted for the education and experience requirements.

Educational level typically acquired through completion of high school and four years of recent experience in the practice of Food Technology and/or Hospitality Management, including six months of experience training others in the trade or occupation may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of: trade requirements as to content and length of training for certification; instructional methods applicable to the trade or occupation; and the tests, materials, supplies, and equipment necessary for teaching the specific subject area. Ability to: formulate courses of study and select instructional aids and procedures for an effective vocational training program; determine the suitability and qualifications of applicants for training in the various trades and crafts; evaluate the ability, progress, behavior, and attitudes of prisoner/students; maintain records, and prepare reports and correspondence related to the work; communicate effectively with others; and to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

ServSafe certification as part of professional development recommended.

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.

NA

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

TINA CONRAN

7/24/2025

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