

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 MICHIGAN VETERAN HOMES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Operations
4. Civil Service Position Code Description DOMESTIC SERVICES AIDE-E	10. Division Michigan Veteran Homes at Grand Rapids
5. Working Title (What the agency calls the position) Domestic Services Aide	11. Section Nutrition Services
6. Name and Position Code Description of Direct Supervisor DOMESTIC SERVICES SPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DIETITIAN NUTRITIONIST MGR-1	13. Work Location (City and Address)/Hours of Work 2950 Monroe Avenue NE Grand Rapids, MI 49505 / Schedule/Hours may vary based on agency needs

14. General Summary of Function/Purpose of Position

Prepares food items for serving and performs light made to order cooking duties, stocks and assembles items for nourishments for distribution to members, portions prepared food items for serving, assembles silverware for service, documents food items prepared, documents on all food service logs, assembles meals for service to members in the home according to individualized meal tickets, serves meals in kitchens and dining areas. Performs light housekeeping duties to assure department meets safety and sanitation regulations.

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: 40

Food Preparation.

Individual tasks related to the duty:

- Prepares food items for serving and light made-to-order cooking duties.
- Monitor and record proper food temperatures.
- Prepares and assembles items for nourishments to distribute to members.
- Portions prepared food items for serving.
- Assembles silverware for service.
- Documents food items prepared.

Duty 2

General Summary:

Percentage: 40

Food Service.

Individual tasks related to the duty:

- Assembles meals for service to members according to individualized meal tickets.
- Serves meals in the home's dining areas.
- Documents on all required food service logs.
- Stocks and restocks food and supplies in food service areas.

Duty 3

General Summary:

Percentage: 20

Housekeeping duties.

Individual tasks related to the duty:

- Clean and sanitize work areas.
- Cleans and sanitizes all surface areas in all food service areas and kitchens.
- Remove and dispose of trash and cardboard.
- Clean and sanitize equipment.
- Clean and sanitize food carts.
- Sweep and mop floors.
- Retrieve clean food-service linens and remove soiled linens and deliver to appropriate areas.
- Clean, sanitize, and store meal service utensils, silverware, dishes, and other small wares used.
- Other related duties appropriate to the classification as assigned.

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

None.

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

When policies and procedures are unclear.
Assignment of job duties when short staffed.
Substituting items for missing ones.
Changes from established procedures in food preparation and/or meal service.
When equipment breakdown occurs.

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.

Working 8 hours per day in a hot, humid kitchen with wet and slippery floors. Must be able to get around in the kitchen and into the offices. Must be able to spend long hours standing, reaching, bending, and walking. Must be able to lift and carry heavy trays and cases of food items up to 50 pounds. Meal assembly requires a great deal of hand-eye coordination and ability to work under a tight time frame. May come in contact with illnesses from staff and members.

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 - management developed PD.

23. What are the essential functions of this position?

Prepares food items for serving and performs light made to order cooking duties, stocks and assembles items for nourishments for distribution to members, portions prepared food items for serving, assembles silverware for service, documents food items prepared, documents on all food service logs, assembles meals for service to members in the home according to individualized meal tickets, serves meals in kitchens and dining areas. Performs light housekeeping duties to assure department meets safety and sanitation regulations.

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

The essential duties of this position have not changed. The update to the PD is to reflect minor changes to tasks in Duty #1, #2, and #3. A specific log name was removed. Responsibilities were added, including sweeping floors and managing food-service laundry. The update also specifies the weight of supply cases to reflect physical demands. Additional duties now include cleaning and sanitizing dishes and small wares used during meal service, as well as stocking and restocking food service supplies and food items.

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

The function of the work area is to provide all phases of dietary service to the members that reside at the Home. This position performs basic food service and food preparation duties in order to provide scheduled meals to members, staff, visitors, and volunteers at the Home.

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:

Ability to follow instructions. Ability to communicate effectively with others. Ability to get along with others and work as a team with minimal supervision. Ability to operate machines, equipment, and work aids used in a large institutional kitchen. Ability to read and write and complete written documentation of food usage records.

CERTIFICATES, LICENSES, REGISTRATIONS:

ServSafe Food Handler certification - required within 90 days of hire.

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

11/7/2025

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