

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-A	10. Division Michigan Veteran Homes at Grand Rapids
5. Working Title (What the agency calls the position) Lead Domestic Services Aide	11. Section Nutrition Services
6. Name and Position Code Description of Direct Supervisor HOOVER, CHRISTINE; DOMESTIC SERVICES SPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor CURTISS, ZANITA L; DIETITIAN NUTRITIONIST MGR-1	13. Work Location (City and Address)/Hours of Work 2950 MONROE AVE NE; GRAND RAPIDS, MI 49505 / Schedule/Hours vary based on agency needs
14. General Summary of Function/Purpose of Position This position serves as a lead worker, performing basic food service and food preparation duties to provide scheduled meals to members, staff, visitors, and volunteers at the Home. Performs, documents and coordinates housekeeping duties to ensure sanitation standards for operating a Food service establishment is maintained. Ensures the kitchens/dining areas are properly in "open" and "closed" condition.	

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: 20

Lead Worker Tasks

Individual tasks related to the duty:

- Assign duties and assignments.
- Orientation for new staff
- Train staff on new procedures
- Completes inventory of stock and supplies within the households and ensure stock has been replenished.
- Oversee the dining room set ups, serving of meals and after meal clean up activities.
- Inspect work in progress and upon completion to ensure employees' adherence to standard procedures, methods, practices and techniques.
- Validate housekeeping tasks have been completed as scheduled.
- Provide feedback regarding DSA job performance to supervisor.
- Encourages excellent customer service among all employees.
- Utilize PCC for tickets, meal production, inventory and recipes.
- Accounting details for cafeteria/bistro

Duty 2

General Summary:

Percentage: 30

Food Preparation

Individual tasks related to the duty:

- Prepares food items for serving.
- Assembles items for nourishments and distributes to households.
- Portions prepared food items for serving.
- Assembles dining areas for service.
- Documents food items prepared on Food Usage Records.

Duty 3

General Summary:

Percentage: 30

Food Service

Individual tasks related to the duty:

- Assembles meal plates, individual items and beverages for service according to individualized meal tickets.
- Serves meals in cafeteria/bistro and/or households.
- Prepares, cooks and bakes food including the reconstituting and heating of convenience foods within the households.
- Documents food item usage and leftovers on Food Usage Records.
- Coordinates with cooks to ensure food is served to members in a timely manner.
- Providing customer service to guests and members in the cafeteria/bistro.

Duty 4

General Summary:

Percentage: 20

Housekeeping Duties

Individual tasks related to the duty:

- Clean and sanitize work areas.
- Provides dining room set ups in household areas.
- Cleans and sanitizes tables and counters in Cafeteria/bistro and household dining rooms.
- Remove and dispose of trash.
- Clean and sanitize equipment.
- Clean and sanitize all foodservice carts.
- Sweep & Mop floors.
- 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.

Routine scheduling of assignments.

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.
 Approving leave time.
 Disciplining employees.

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.

<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 5
	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
	DOMESTIC SERVICES AIDE-E E6		DOMESTIC SERVICES AIDE-E E6
	DOMESTIC SERVICES AIDE-E E6		DOMESTIC SERVICES AIDE-E E6
	DOMESTIC SERVICES AIDE-E 5		

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?

Yes - management developed PD.

23. What are the essential functions of this position?

This position serves as a lead worker, performing basic food service and food preparation duties to provide scheduled meals to members, staff, visitors, and volunteers at the Home. Performs, documents and coordinates housekeeping duties to ensure sanitation standards for operating a Food service establishment is maintained. Ensures the kitchens/dining areas are properly in "open" and "closed" condition.

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. Box 18 was modified to include "up to 50 pounds" for the ability to lift and carry heavy trays and cases of 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 Nutrition 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 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:

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 Manager 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.

MARIAN FITZSIMMONS

3/10/2026

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