

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. COOKEA27R

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 COOK-E	10. Division Michigan Veteran Homes at Grand Rapids
5. Working Title (What the agency calls the position) Utility Cook	11. Section Nutrition Services
6. Name and Position Code Description of Direct Supervisor ANDREWS, SCOTT M; FOOD SERVICES SUPERVISOR-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 Avenue NE Grand Rapids, MI 49505 / Schedule/Hours vary based on needs of agency
14. General Summary of Function/Purpose of Position Responsible for the receiving, storage, rotation, and inspection of all ingredients, both perishable and non-perishable, needed for meal and nourishment preparation. Will be responsible for meal preparation and service for members, visitors, and staff. Other duties will include cleaning of kitchen, food preparation areas, and equipment.	

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: 25

Receiving, Storage, and Rotation of Supplies

Individual tasks related to the duty:

- Receives and stores all perishable and non-perishable items ordered.
- Cross checks deliveries with orders and requisitions.
- Inspects food and food products prior to use for quantity, quality, and freedom from contamination and spoilage.
- Rotates stored stock to ensure proper and timely usage.
- Inventories, rotates, and stocks items throughout the kitchen area to maintain par levels.
- Inspects food for best by, use by, sell by dates- rotates and discards as needed.
- May inventory food and supplies when operational needs dictate.

Duty 2

General Summary:

Percentage: 25

Sanitation and cleaning duties

Individual tasks related to the duty:

- Participates in the washing, cleaning, and sanitizing of the kitchens, storerooms and its equipment and utensils.
- Maintains the kitchen and storage areas in a clean and sanitary manner, meeting State, Federal, and VA regulations.

Duty 3

General Summary:

Percentage: 50

Meal Preparation

Individual tasks related to the duty:

- Prepares and cooks menu items for a variety of diets.
- Inspects food and food products prior to use and consumption for quality and freedom from contamination and spoilage.
- Uses standardized recipes for food production.
- Writes changes in recipes and gives to Food Service Supervisor for revisions after review by the Lead Cook.
- Provides, serves, and replenishes food items in the kitchens and Bistro during and between mealtimes for members, visitors, and employee meals.
- May assist in training other staff.
- Other duties assigned that are appropriate to this position.

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

Items received that are damaged are sent back. Food Service Supervisor or designee informed to reorder items. Items that are past the use by, sell by, and or expiration date are discarded as needed and communicated to the production manager or lead cook to be reordered or obtain credit.

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

Need for ordering or replacing equipment or utensils.
When shortage of supplies occurs and need to substitute other item(s).
Change in stock deliveries.
May inventory food and supplies when operational needs dictate.

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.

Work involves long periods of walking, lifting, standing, bending, reaching, and operating kitchen equipment. Must be able to lift heavy cases and tubs of food up to 55#. Will need to be in extreme temperature changes, from the cold of the freezer

to the heat of the ovens, grill, stoves, and steamers. Will need to walk on wet and slippery floors at times. May be in a hot and humid kitchen for part of work time and a cool storeroom during rest 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 - management developed PD.

23. What are the essential functions of this position?

Responsible for the receiving, storage, rotation, and inspection of all ingredients, both perishable and non-perishable, needed for meal and nourishment preparation. Will be responsible for meal preparation and service for members, visitors, and staff. Other duties will include cleaning of kitchen, food preparation areas, and equipment.

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

The PD updates reflect that there is no longer an ingredient room or carts to setup meals for staff. The duties that have been removed from this position are ordering and inventory. Food Service Supervisor 9 is responsible for ordering and inventory (this is indicated in their position description), the designee is the Lead Cook 7 (this is indicated in their position description), this position may only inventory food if there is an operational need. The duties that have been added to this position are serving member, visitor, or staff meals in the Bistro or Kitchen. Kitchen sanitation duties for this position have been expanded from the storeroom to the kitchen and/or bistro as this is also their work area and discarding expired food. There have also been slight adjustments to the time spent on each duty. The name has also been updated to Utility Cook, as there is no longer an "Ingredient Room".

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 meets this function by receiving, storing, rotation, and inspection of items for recipes and meal preparation. Inspects products for quantity and quality to assure items received meet State, Federal, and VA regulations. Ability to function as a cook for member, visitor, and staff meals. To perform kitchen, storeroom, and equipment sanitation duties.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Cook 5

No specific type or amount is required.

Cook E6

One year of experience in quantity cooking and food preparation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: the standard methods, materials, practices, tools, and equipment used in large scale cooking operations; the qualities, adaptability, and uses of various foods; health hazards in food service and the necessary preventive measures; occupational hazards and safety rules and regulations; the proper methods of storing and refrigerating food and food ingredients; weighing and measuring ingredients; food values and nutrition.

Ability to: use and operate cooking utensils and equipment; ability to prepare food from menus and recipes; adapt standard recipes in preparing food for varying numbers of people and for those with special dietary needs; use proper inventory techniques and document for ordering purposes; follow verbal and written instructions. Must be flexible and able to work under pressure. Good reading and mathematical skills.

**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.

HANNAH SCHULER

11/1/2023

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