

**State of Michigan
Civil Service Commission**

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

Position Code

1. COOKEA12R

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) 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 agency needs
14. General Summary of Function/Purpose of Position Performs a full range of cooking and food preparation assignments for the members, visitors, staff and volunteers of the home. Responsible for maintaining quality and sanitary standards as prescribed by the State, Federal and VA requirements.	

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: 85

Cooking and Preparation of Meals

Individual tasks related to the duty:

- Prepares and cooks meats, vegetables, and dishes for general menus and modified diets using hand and power kitchen utensils and equipment.
- Prepares foods for specialized diets (i.e., allergies, diabetic, salt restricted, religious) and modified texture diets (i.e., pureed, ground).
- Reconstitutes and heats convenience food; heats, steams, or bakes frozen and canned food.
- Prepares salads, desserts, and beverages.
- Prepares food for special occasions such as meetings, birthdays, and holiday celebrations.
- Assembles food for transportation by measuring food portions, placing in appropriate containers, and loading hot and cold food carts.
- Inspects food and food products prior to use and consumption for quality and freedom from contamination and spoilage.
- Uses standardized recipes for the production of menus.
- Writes changes on recipes and gives to Food Service Supervisors for revisions.
- Provides and replenishes food items for the dining areas and Bistro during meal time.
- May assist in training other staff.
- Performs related work appropriate to the classification as assigned by DSA Supervisor, Food Service Supervisor or Director of Department.
- Train and work in the utility cook position to fill in when needed.
- Completes required logs including but not limited to production sheets, thermometer verification, temperature, cooling, and cleaning logs.

Duty 2

General Summary:

Percentage: 15

Sanitation of work areas

Individual tasks related to the duty:

- Participates in the washing, sanitizing and cleaning of the cook's area, cooking utensils, equipment including but not limited to refrigerators, ovens and other kitchen equipment to maintain sanitary conditions.
- Cleans and sanitizes all mobile and stationary kitchen equipment used in the cooking process.
- 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.

Menu or recipe changes if needed food item is not available.

Requisition of additional foods items for meal preparation.

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

Division of job duties when short staffed.

Request for additional equipment.

Changes in food preparation during power failure or equipment breakdown.

Permanent changes in recipes or menus.

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 confined standing, bending, reaching and operation kitchen equipment. Must be able to lift heavy cases and tubs up to 55 pounds. Will need to be in extreme temperature changes, from the cold of the freezer to the heat of the ovens and steamers. Will need to walk on wet and slippery floors at times. Will be in a hot and humid kitchen for the majority of work 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):

N Complete and sign service ratings.
N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
N 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?

Performs a full range of cooking and food preparation assignments for the members, visitors, staff and volunteers of the home. Responsible for maintaining quality and sanitary standards as prescribed by the State, Federal and VA requirements.

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. Updates were made to Duty #1, including adding "Cooking" to the general summary, removing 11 from the Food Service Supervisor title under tasks, adding a requirement to complete necessary logs (such as production sheets, thermometer verification, temperature, cooling, and cleaning logs), updating "ingredient room position" to "utility cook position," and removing the task related to training and working in the puree cook position.

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

The function of this work area is to provide all phases of dietary services to the members that reside at the Home. This position performs food preparation, cooking and baking in order to provide the 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:

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 in: work methods and practices used in food preparation, cooking and food service; knowledge of proper use, operation and hazards of machines used in a food service.

Ability to: follow instructions and communicate effectively with others; get along with others and work as a team with minimal supervision; operate machines, equipment, and work aids used in a large institutional kitchen; read and write and complete written documentation as required; learn and follow the facilities practices and procedures.

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.

MARIAN FITZSIMMONS

8/13/2026

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