

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

Position Code

1. COOKE

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-CORRECTIONAL FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facility Administration
4. Civil Service Position Code Description Cook-E	10. Division Food Service
5. Working Title (What the agency calls the position) Cook E	11. Section
6. Name and Position Code Description of Direct Supervisor ; FOOD SERVICES SUPERVISOR-	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; ADMINISTRATIVE MANAGER-	13. Work Location (City and Address)/Hours of Work Correctional Facility / 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position functions as a cook, performing a full range of cooking and food preparation for the service of meals for prisoners and staff in a correctional facility using MDOC standardized processes, recipes, menus and reports. This position will work in the facility kitchens with prisoner workers.

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: 65

This position is responsible for cooking, preparing, and serving meals to prisoners and staff.

Individual tasks related to the duty:

- Responsible for food storage, meal preparation and assembly of meals for delivery whether in main kitchens, satellite kitchens, or feed-in units.
- Rotation of food stock in order to ensure proper and timely usage and to eliminate contamination or spoilage.
- Proper handling and portioning of food to ensure compliance with established recipes and menus to meet nutritional standards.
- Prepare food in compliance with religious, therapeutic, and holiday meals and in accordance with custody levels and special population groups.
- Collaborate with coworkers, supervisors, custody and other facility staff in maintaining a safe, secure and efficient food service operation.
- Assist higher level food services staff ensuring completion of work assignments.
- Communicate professionally and effectively to achieve efficient food service operations.

Duty 2

General Summary:

Percentage: 30

Responsible for utilization of proper methods of sanitation and safety in food service.

Individual tasks related to the duty:

- Responsible to follow food service housekeeping and sanitation standards in accordance with established cleaning procedures.
- Inspect food and food products prior to use and consumption for quality and freedom from contamination in compliance with established standards.
- Responsible for safe handling of food service equipment and utensils in accordance with established policies and procedures.
- Ensure food service equipment is operating properly and notify supervisor if repairs are necessary.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Complete all production records and cooling logs including counts on number of meals served and other documentation as directed.
- Prepare weekly and monthly reports as needed addressing sanitation, safety and housekeeping conditions.

- Assist in completing documentation in the following areas: ensuring adequate inventory, requisitioning goods and supplies, recording receipt of products, and verify pricing information.
- Maintain records and prepare reports as required by policy and supervisory directive.

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

Standard cooking decisions as outlined in the Food Service procedures.

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

Menu changes, modification to processes or direction. Prisoner worker issues.

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.

Extended periods of time standing while working in various areas of food service operations; Necessary to lift and move food supplies from area to area ranging 50 to 100 pounds to include walking, stooping, lifting, reaching, bending and carrying; May be exposed to cold and warm outdoor temperatures as well as food service operations will have exposure to cold and warm temperatures as well as loud noises. Work with specialized equipment; Working with prisoners may be stressful in an operation that has specific time constraints; Prisoner workforce may have low motivation, poor work ethic; This position has regular and unsupervised access to and direct contact with prisoners.

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

23. What are the essential functions of this position?

Meal production and service to various prisoner population groups and staff. Sanitation of the Food Service operations.

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

New Position

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

The work area is responsible for providing meals three times daily to staff and prisoners ensuring public health, dietary guidelines, food safety, and sanitation standards are enforced. This position prepares and serves meals for prisoners and staff.

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 E6

One year of experience in quantity cooking and food preparation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Familiarization with Public Health standards, sanitation standards, and departmental guidelines.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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.

None

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

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