State of Michigan
Civil Service Commission

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

Position Code
1. COOKAC06R

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-OAKS FACILITY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Correctional Facilities Administration
4. Civil Service Position Code Description Cook-A	**10. Division**
5. Working Title (What the agency calls the position) Food Services Cook	**11. Section**
6. Name and Position Code Description of Direct Supervisor JONES, JOSHUA R; FOOD SERVICES SUPERVISOR-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor JONES, JOSHUA R; FOOD SERVICES SUPERVISOR-4	**13. Work Location (City and Address)/Hours of Work** MDOC Facility / 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position functions as a lead worker and oversees prisoner workers in the preparation and service of meals for prisoners and staff in a correctional facility using MDOC standardized processes, recipes, menus and reports.

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**

Oversee prisoner work in cooking, preparing, and serving meals to prisoners and staff.

Individual tasks related to the duty:

- Direct and review food storage, meal preparation and assembly of meals for delivery whether in main kitchens, satellite kitchens, or feed-in units.
- Monitor rotation of food stock in order to ensure proper and timely usage and to eliminate contamination or spoilage.
- Coordinate proper handling and portioning of food to ensure compliance with established recipes and menus to meet nutritional standards.
- Ensure food is prepared for 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.

Duty 2

General Summary: **Percentage:** **25**

Direct prisoner work in the proper methods of sanitation and safety in food service.

Individual tasks related to the duty:

- Provide prisoners with direction regarding food service housekeeping and sanitation standards in accordance with established cleaning procedures.
- Direct the safe handling of food service equipment and utensils by prisoner workers 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:** **25**

Provide training and guidance to prisoners.

Individual tasks related to the duty:

- Direct and lead prisoner workers in established performance standards regarding uniform and hygiene requirements.
- Guide and train prisoner workers to successfully complete work assignments.
- Communicate professionally and effectively with prisoners to define work roles and expectations to achieve efficient food service operations.
- Educate prisoner workers in the use of caustic, toxic, and flammable materials to ensure compliance with established policies and procedures.
- Complete monthly prisoner work evaluations.

Duty 4

General Summary: **Percentage:** **10**

Complete documentation for food service operations.

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 a 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.

Assigning prisoner work and addressing prisoner performance. Short notice meal changes. Proper equipment and tools to complete tasks. Decisions in an emergency and absence of supervisor. Decisions would affect facility movement plan, food service staff, custody staff, and prisoners.

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

Schedule changes, menu changes, prisoner termination from work assignment, and modification to processes or direction.

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 overseeing prisoner workers 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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. Oversee prisoner workers. Sanitation of the Food Service operations. Plan and execute meal preparation according to nutritional standards and special diets with various methods of service through instruction and guidance of prisoner workers.

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 functions as a lead worker and oversees prisoner workers in the preparation and service of 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 7
Two years of experience in quantity cooking and food preparation, including one year equivalent to a Cook E6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Familiarization with Public Health standards, sanitation standards, and departmental guidelines. Ability to supervise disruptive low motivated people.

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.

5/4/2018

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**