

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. DMSRADEE

**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.

|   |  |
|---|--|
| <b>2. Employee's Name (Last, First, M.I.)</b>   | <b>8. Department/Agency</b><br>DOC-CORRECTN CENTRAL OFFICE   |
| <b>3. Employee Identification Number</b>  | <b>9. Bureau (Institution, Board, or Commission)</b><br>Corrections Facility Administration  |
| <b>4. Civil Service Position Code Description</b><br>Domestic Services Aide-E                             | <b>10. Division</b><br>Food Service  |
| <b>5. Working Title (What the agency calls the position)</b><br>Kitchen Aide                              | <b>11. Section</b>   |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>VACANT; FOOD SERVICES SUPERVISOR-1   | <b>12. Unit</b><br>Green Oaks Training Academy Kitchen   |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>; DIETITIAN NUTRITIONIST MGR-1 | <b>13. Work Location (City and Address)/Hours of Work</b><br>Green Oaks Training Academy - Whitmore Lake, MI /<br>Monday-Friday (Varies) |

**14. General Summary of Function/Purpose of Position**

At the experienced level the employee prepares, serves, and clean-up meals served to Recruits and program participants at the Training Academy. Responsibilities will vary, but include food production, dish/pot & pan washing, sanitation of premises, meal service, and food storage procedures.

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**

Completes a variety of food production functions for maintaining food availability within the assigned service area. Cuts up, dishes up, and portions items for the Salad bar, cold food counter, and dessert area; prepares and refills beverages; and sets up the service areas. Prepares, delivers, and sets up beverages and snack items for classroom breaks, when needed. Prepares snacks and beverages for recruits, when needed. Completes other food production as assigned by supervisor.

**Individual tasks related to the duty:**

- Cuts up a variety of fruits and vegetables and places into containers for service on Salad bar. Prepares containers of prepared salads, meats, cheeses, and relishes for service on Salad bar.
- Prepares condiments such as house dressing and tartar sauce. Prepares containers of dressings, salad toppings, and condiments. Replenishes single service items.
- Dishes up canned fruit & pudding, and portions prepared gelatin cups. Portions deli items into soufflé cups or onto plates, wraps when appropriate.
- Portions desserts into bowls or onto plates; wraps when appropriate.
- Prepares beverages such as coffee, iced tea, and lemonade. Restocks beverage dispensers.
- Places prepared food and beverages into service areas by specified times.
- Brews coffee and prepares containers of single serve beverages for service from Pantry.
- Prepares items such as bagels, muffins, cookies, and fresh fruits and vegetables for service from Pantry.
- Prepares foods for any other types of meal requests, as assigned by supervisor.
- Prepares, delivers, and sets up beverages and snack items for classroom breaks, when needed.

**Duty 2**

**General Summary:**

**Percentage: 40**

Completes daily sanitation of equipment, wares, and service areas. Assists with ware-washing throughout workday. Maintains department sanitation through regular cleaning of kitchen, cafeteria, and storage areas. Monitors food and equipment temperatures to ensure compliance with Food Code guidelines.

**Individual tasks related to the duty:**

- Cleans and sanitizes all food contact and non-food contact surfaces/areas daily and adheres to the established Housekeeping Plans. Completes other specific cleaning as assigned by supervisors.
- Sets up and cleans up dish machine and dish room area for breakfast, lunch and dinner meals, as assigned. Completes assigned ware-washing duties at meal service and as needed.
- Cleans and sanitizes coffee brewing equipment, countertops, carts, refrigerator, sinks, and other surfaces in pantry following use.
- Participates in maintaining sanitary conditions of the premises such as de-liming dish machine; sweeping & mopping floors in storage areas; and cleaning production & service area counters and equipment.
- Cleans other assigned areas of the Green Oaks Training Center to maintain a clean safe environment, including common areas, classrooms and meeting spaces.

**Duty 3**

**General Summary:**

**Percentage: 15**

Provides customer service during scheduled meal periods.

**Individual tasks related to the duty:**

- Portions and serves food to recruits, classroom participants, and guests that utilize the cafeteria for meal service.
- Keeps service area replenished with food items including Salad bar, cold food counter, steam table, and beverage areas.
- Provides service and handles customer concerns with a focus on excellence, integrity and courtesy.
- Provides service for any other requested meals, such as catered luncheons or dinners, as assigned by supervisor

**Duty 4**

**General Summary:**

**Percentage: 5**

Receiving, rotation, and storage of food and supplies. Compliance with department safety guidelines.

**Individual tasks related to the duty:**

- Receives and puts away stock such as dry goods, paper & chemical supplies, produce, deli meats, dairy products, bread products, and frozen meats, vegetables, and desserts.
- Follows standard operating procedures for receiving of food and supplies, checking condition of items received and making supervisors aware of unaccepted items.
- Places food and supplies on shelves and into coolers & freezers following established procedures that meet Food Code guidelines. New stock placed on shelves and into coolers must be rotated so that first in is first out.
- Labels and dates opened food products and leftovers following established standard operating procedures, to ensure food safety.
- Is aware of all safety guidelines for food service department and complies with established procedures for safety when operating equipment, handling knives, using chemicals, and other tasks assigned within the food service department.

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

Decisions involved in performing work responsibilities, which are within the normal expectations of the job. (i.e., deciding how much to prepare for the amount of people expected, how to make items more appealing and individual response to customers.) Facility users and staff may be affected.

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

Decisions which could impact customer relations and welfare such as proper food handling. Also, whenever outside normal procedures.

**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.**

Physical effort includes being on his/her feet throughout the day. Regular reaching, lifting, bending, carrying, pushing and pulling of food, supplies and equipment. Work involves periods of confined standing, bending, reaching, and operating kitchen equipment.

Exposure to hot and cold temperature extremes. Warm near steam tables, heat lamps, and griddles. Hot and damp near the dishwasher and pots and pans area. Cold in coolers and freezers.

Exposure to chemicals that can dry and irritate skin. Exposure to chemicals that can cause physical or respiratory problems if not handled per safety guidelines.

Working conditions are good and equipment is safe when proper procedures are followed. Safety should be observed at all times.

**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

**23. What are the essential functions of this position?**

Preparing and serving food & beverage items. Customer service.

Specific and general cleaning. Receiving, rotation, and storage of stock.

Compliance with food code and safety guidelines.

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 recruits, staff, guests and program participants ensuring public health, dietary guidelines, food safety, and sanitation standards are maintained.

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 5**

No specific type or amount is required.

**Domestic Services Aide E6**

Eighteen months of experience equivalent to a Domestic Services Aide 5.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

**CERTIFICATES, LICENSES, REGISTRATIONS:**

n/a

*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.*

PAUL DEAN

\_\_\_\_\_  
Appointing Authority

7/11/2025

\_\_\_\_\_  
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