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|  |  | |  |  | | --- | --- | | |  | | --- | | 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-CORRECTN CENTRAL OFFICE | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Correctional Facilities Administration (CFA) | | **4. Civil Service Position Code Description** | **10. Division** | | Dietitian Nutritionist Mgr-1 | Food Service | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Food Service Manager – Green Oaks Training Academy (GOTA) |  | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | BARR, RICHARD; HUMAN RESOURCES MANAGER-2 | Green Oaks Training Academy Kitchen | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | BUSH, JEREMY I; SENIOR DEPUTY DIRECTOR | Green Oaks Training Academy - Whitmore Lake, MI / Monday-Friday (Varies) | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | The position serves as the Dietician/ Nutritionist Manager at the Green Oaks Training Academy (GOTA) with responsibility for the food service program, this position will be responsible for directly working with the Food Service Administration to coordinate and carry out recipe testing of new menu items, addressing nutrition requirements and dietary needs for those attending the training center. As manager of food service, the manager will research, develop, and implement a diverse menu taking into consideration food quality, presentation, taste, variety, nutrition/diets, seasonality, special requests and costs. In addition, the manager will direct and evaluate the overall operation of the Food Services Unit and train subordinate staff. This position is responsible for developing policies, procedures and standards for effective and nutritional food services delivery to guests of the GOTA.  This position will oversee general kitchen operations and staff as well, which involves planning and managing the preparation of three meals daily, including the service of meals to all staff participating in new employee training, new recruits attending the academy, training officers, guests attending various other training and functions Further, this position will complete food-service related training/mentoring to new food service employees while at New Employee Training at GOTA.  Position will lead scenario-based mentoring, and work with the training unit to develop new food service training | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **30** | | Oversee the operations of the GOTA kitchen as a testing site, completing testing of new products, recipes and menu development. | | | | **Individual tasks related to the duty:** |  |  | | * Develop plan and process for creating a testing and menu development program. * Research new food items for the food service program to assist in locating alternative food products to achieve nutritional goals. * Provides routine review of current USDA nutritional guidelines to ensure GOTA requirements correspond with federal guidelines. * Coordinate with the food service administration timelines and process for testing new food products. * Develop new recipes, including costing of recipes, for submission to food service administration for review and approval for use within correctional facilities. * Work with food service administration on the development of new menus for correctional facility kitchens, which includes addressing dietary needs, religious meals etc. * Assist food service administration in translating learned lessons from the GOTA kitchen and food program into usable processes for correctional facility operations. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **30** | | Direct and oversee the overall food program for the Green Oaks Training Academy (GOTA) including staff supervision and evaluating subordinates. | | | | **Individual tasks related to the duty:** |  |  | | * Plan, direct, and supervise the preparation and cooking of meals, and proper use of equipment in a safe and sanitary environment. * Develop recipes and menus for food served at GOTA for various training sessions, conferences and meetings that are outside the normal menus used in correctional facilities. * Set priorities, coordinate activities, and assign work of Food Services staff within the GOTA kitchen. * Communicate employee and food service operation issues with direct supervisor. * Staff supervision including addressing employee performance, identifying training needs, preparing schedules and approving payroll. * Develop policies and procedures for efficient operation of the GOTA kitchen in order to provide for the nutritional requirements of the attendees and to move the food program forward. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **20** | | Oversee the budget operations for the GOTA kitchen as well as the food testing and menu development process. | | | | **Individual tasks related to the duty:** |  |  | | * Develop budget recommendations and maintains budgetary control. * Utilizes approved systems to document required accurate physical inventory counts, purchase orders, receivers, production data/actuals, meal counts. * Ensures adequate food inventory levels are available at all times and approves all food orders and non-food item orders. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **20** | | Develop, review and implement food service specific training for new food service employees attending training at the Green Oaks Training Academy. | | | | **Individual tasks related to the duty:** |  |  | | * Work with the training unit to develop food service specific training for all new food service staff. * Provide hands-on training to new food service staff while at the GOTA. * Review and make necessary changes to all training materials as they relate to food service. * Ensure new food service employees are provided with necessary resources to work within MDOC food service. * Ensure new food service employees are familiar with the food service systems used for logging, tracking etc. * Provide guidance and information on any additional certifications necessary during their employment such as safe serve. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Oversee the planning, preparing and serving meals. Prepare Staff work schedules and approval of annual or sick leave. Assigns task assignments. | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | Extensive standing, walking and sitting. Stooping, bending, kneeling, crouching and crawling. Climbing and lifting to 50 pounds. Walking to food service operations in adverse weather while being exposed to hot and cold temperatures outside and inside buildings. Expose to unpleasant fumes and odors. Exposure to high decibels of noise from pots and pans area. | | | | | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | Y | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | Y | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | Y | |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | Y | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | Y | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | The Food Service Manager at GOTA is the Administrator of the Food Service area and program in a conference center type setting. This includes but is not limited to developing menus and preparing food properly  meeting excellent quality standards; providing for the nutritional need; specialized diets; continual monitoring of sanitation throughout the building to ensure all areas are clean and sanitized; ensuring proper food ordering and record keeping of all food purchased to ensure clean data and adequate supply levels, reviewing employees schedule ensuring appropriate coverage is available; counseling of employees to address/correct problems; and housekeeping plans are maintained and followed.. Communicating with other areas within the facility to ensure goals and objectives are being met as well as collaborating with Green Oaks training administration staff to ensure all needs are met. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | New Position | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The work area prepares and serves nutritious meals to staff and guests within the GOTA. Meals are provided three times per day, Breakfast Lunch and Dinner.  Meals are prepared from a combination of standardized menus and recipes, as well as special meals created as part of menu development and testing. This position serves as the Food Services Manager and is responsible for the overall operation of the facility’s food services, including but not limited to budget and inventory control; providing overall direction of food services employees engaged, preparing and serving meals while maintaining high sanitation standards and collaborating with staff to provide safe and secure food service operations. The position ensures adherence to policies and procedures, food safety laws and codes, public health standards, and budgetary guidelines. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** | | | | | | |  | |  |  |  |  |  |  |  | | |  | | --- | | **EDUCATION:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Possession of a bachelor’s degree in foods and nutrition, or institution management. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Dietitian/Nutritionist Manager 12** Three years of professional experience performing a variety of assignments to improve the diet, nutrition, and health of residents of state facilities and group homes equivalent to a Dietitian/Nutritionist, including one year equivalent to a Dietitian/Nutritionist P11. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Thorough knowledge of quantity food preparation, services procedures, and practices; of the nutritional value, adaptabilities and uses of various foods; of mathematical calculations used in determining the number of servings in a given amount of food; of equipment and supplies used in quantity food preparation and service and its care and operation; of quantity food purchasing, receiving and storage; of quality assurance, infection control, and environmental safety procedures; of occupational hazards and safety regulations and rules; of standards of sanitation and cleanliness employed in handling food; of employee policies and procedures and supervisory techniques. Ability to prepare work reports and correspondence; to maintain inventories and requisition supplies and equipment; to instruct, evaluate and supervise employees; to plan work schedules and maintain work standards; to operate equipment and tools used in the foodservice industry; to communicate and work well with others. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Registration as a Dietician | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | n/a | |  | |  |  |  | | | |  |
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