

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

Position Code

1. COOKEA91R

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-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration (CFA)
4. Civil Service Position Code Description Cook-E	10. Division Food Service
5. Working Title (What the agency calls the position) Cook	11. Section
6. Name and Position Code Description of Direct Supervisor HOLLENBECK, MERANDIA M; FOOD SERVICES SUPERVISOR-1	12. Unit Green Oaks Training Academy Kitchen
7. Name and Position Code Description of Second Level Supervisor DEEG, KARLIE; DIETITIAN NUTRITIONIST MGR-1	13. Work Location (City and Address)/Hours of Work Green Oaks Training Academy; 8701 E M-36, Whitmore Lake, MI 48189 / Varies

14. General Summary of Function/Purpose of Position

This position functions as a Cook responsible for preparation and service of meals for recruits' staff, guests and program participants using approved processes, recipes, menus and reports. The position prepares meals, serves meals, and cleans all areas of the operation during and after meal service. Responsibilities will vary, including food production, sanitation of premises, HACCP reporting, 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

Prepares various meals for the recruits, attendees and employees that are present at the Green Oaks Training Center. This will include the cooking of meals in accordance with the approved menu and meeting the nutritional needs as well as specialty diets. This position will also service the recruits, attendees and employees during scheduled meal periods.

Individual tasks related to the duty:

- Review and learn required recipes and approved menus for the specific date or events.
- Pull the required inventory and needed ingredients for meals.
- Cook in accordance with the recipes the meals for the day, including baking, frying and other food preparation methods.
- Monitor rotation of food stock to ensure proper and timely usage and to eliminate contamination or spoilage. First in First Out method of inventory.
- Collaborate with coworkers, supervisors, and other facility staff in maintaining a safe, secure and efficient food service operation.
- Work the service line during meal periods providing meal attendees,
- Places items in designated locations at designated mealtimes.
- Attend to other meal needs as necessary during service, such as restocking service area, cooking additional food if necessary etc.
- Work with other food service staff on learning and testing new menus and food items.

Duty 2

General Summary:

Percentage: 40

Completes daily sanitation of equipment, wares, and service areas, including 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:

- Completes task and maintains housekeeping plan and sanitation standards of all work areas in accordance with established cleaning procedures, Policy and Procedures.
- 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 service areas following meal service, as assigned, including Salad bar, steam table, cold food counter, and beverage counters.
- 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.
- Monitors food temperatures at critical control points, following standard operating procedures. Maintains records as required
- Ensure food service equipment is operating properly and notify supervisor if repairs are necessary.

Duty 3

General Summary:

Percentage: 10

Complete documentation for food service operations.

Individual tasks related to the duty:

- Complete all production records and cooling logs including 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.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- 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.

Any necessary decisions within the operating procedures.

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

Anything outside the operating 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.

Extended periods of time standing 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.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 of meals to recruits, staff, guests and program participants. Sanitation of the Food Service operations. Plan and execute meal preparation according to nutritional standards and special diets with various methods of service.

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

New establishment

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:

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:

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.

KATLYN SAYLOR

11/20/2025

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