

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

Position Code 1. DEPTALTEY70Y

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
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Operations
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Food Service
6. Name and Position Code Description of Direct Supervisor TORREY, GREGORY J; ADMINISTRATIVE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor RIGHTER, JOHN E; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Jackson Business Office - 4000 Cooper Street, Jackson, MI 49201 / Monday - Friday / 8:00AM - 4:30PM

14. General Summary of Function/Purpose of Position

This position is part of a team that manages food service operations at all Michigan Department of Corrections (MDOC) facilities. This position provides analytical research and data to food service staff at various assigned locations. The position reviews information and program data to identify potential food service issues and assists in the development and implementation of training and support services. This position is responsible for training and support services, which includes areas such as Sanitation, Therapeutic and Religious Diet preparation, menu and nutritional compliance, staffing, supervision of prisoner workers, Food Code, and tool and caustic control. This position assists with the collection and processing of program data and information for food service operations. The information is utilized to establish and monitor key performance metrics in the areas of menu compliance, sanitation, food costs, and other program requirements. This position aids in the development of policies and procedures as they relate to the food service operations. Assists with the recruitment and selection of food service personnel. This position requires an understanding of the Michigan Department of Agriculture and Rural Development's current Food Code and Hazard Analysis and Critical Control Point (HACCP) procedures, and a current Certificate of Completion for ServSafe or its equivalent.

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

Provide assistance and training to support MDOC facility food service operations. Collaborate with MDOC Wardens, Facility Business Managers, and Food Service Directors to provide training and compliance assistance for food service staff. Conduct on-site reviews and inspections of the food service operation to ensure food service operations are in compliance with all policies, procedures, and food handling and sanitation requirements. Identify areas that require training or specific compliance assistance and ensure that appropriate and sustainable solutions are developed and maintained. Evaluate the food service programs at assigned facilities. Assist in the development of policies and procedures as they relate to food service operations.

Individual tasks related to the duty:

- Review food service operations for uniform enforcement of procedures and guideline that regulate food safety, sanitation and industry standards.
- Complete Sanitation, Therapeutic, and Religious Diet reviews to ensure services are provided in compliance with all established service requirements.
- Review all substitutions to ensure appropriate approval was received for the substituted item.
- Analyze meal substitutions to ensure corrective action is taken to minimize the occurrence of meal substitutions.
- Aid in the development of policies and procedures as they relate to food service.
- Compile statistical data to measure performance metrics.
- Monitor food safety and sanitation practices and procedures to ensure proper food safety and cleanliness practices are in place and in compliance with HAACP.
- Review all monthly fire safety, job safety, hazardous materials and storage, tool, and sanitation reports to identify potential training and support needs.
- Review training records for prisoners to ensure proper food safety practices are followed and assignments are completed on time.
- Work with facilities to address issues identified through any outside agency audits or inspections.
- Provide recommendations and guidance for equipment and supply acquisitions.
- Conduct on-site training opportunities for facility staff.

Duty 2

General Summary:

Percentage: 30

Complete analysis of data and information to measure established performance metrics and ensure that the data is accurate and submitted pursuant to all requirements. Assists with the development and implementation of key state-wide outcomes or performance measures to identify performance related concerns, improve food service operations, and achieve cost efficiencies. Analyze and evaluate cost information. Assist with the development and implementation of processes and procedures necessary to achieve cost efficiencies. Analyze food inventory processes to ensure proper level of inventory is maintained to achieve efficient food service operations. Assist in analyzing and monitoring food service budgets for all MDOC facilities. Compile statistical data to measure established performance metrics.

Individual tasks related to the duty:

- Develop and coordinates necessary reports to obtain data from facility food service operations to measure performance outcomes.
- Analyze all reports submitted in the areas of sanitation, staffing levels, production records, meal substitutions, and all other metrics maintained to evaluate food service operations.
- Develop and implement processes and procedures to ensure data integrity.
- Monitors performance of facility food service operations through routine site reviews, training seminars, and other departmental or regional meetings.
- Disseminate relevant reports to each facility and within the Department detailing performance of food service operations.
- Analyze Production and Inventory Reports to identify potential cost savings opportunities.
- Meet regularly with the Wardens and Facility Business Managers at each facility to address any concerns identified regarding food service operations or contents of reports.
- Analyze meal participation and food cost reports to assist in the establishment of a Facility specific Per Capita Cost.
- Collaborate with facility staff to ensure proper use of OMNI Meal Tracker. Assist with the development of procedures necessary to ensure all meals are accounted for within the OMNI Meal Tracker system.
- Analyze and monitor all meal usage reports and develop appropriate strategies to address areas of concern or potential cost saving opportunities.
- Collaborate with MDOC staff to monitor vendor food deliveries to the facilities.
- Monitors warehousing and storage of food items both inside and outside of facilities.

Duty 3

General Summary:

Percentage: 20

Conduct routine evaluation of food service operations to ensure compliance with the State-wide Standard Menu (SWSM). Ensure that procedures are maintained to ensure that approved recipes are followed. Analyze data to evaluate and identify potential cost savings. Assist with the development and implementation of all menu changes.

Individual tasks related to the duty:

- Develop and coordinates necessary reports to obtain data from facility food service operations to measure performance outcomes.
- Analyze all reports submitted in the areas of sanitation, staffing levels, production records, meal substitutions, and all other metrics maintained to evaluate food service operations.
- Develop and implement processes and procedures to ensure data integrity.
- Monitors performance of facility food service operations through routine site reviews, training seminars, and other departmental or regional meetings.
- Disseminate relevant reports to each facility and within the Department detailing performance of food service operations.
- Analyze Production and Inventory Reports to identify potential cost savings opportunities.
- Meet regularly with the Wardens and Facility Business Managers at each facility to address any concerns identified regarding food service operations or contents of reports.
- Analyze meal participation and food cost reports to assist in the establishment of a Facility specific Per Capita Cost.
- Collaborate with facility staff to ensure proper use of OMNI Meal Tracker. Assist with the development of procedures necessary to ensure all meals are accounted for within the OMNI Meal Tracker system.
- Analyze and monitor all meal usage reports and develop appropriate strategies to address areas of concern or potential cost saving opportunities.
- Collaborate with MDOC staff to monitor vendor food deliveries to the facilities.
- Monitors warehousing and storage of food items both inside and outside of facilities.

Duty 4

General Summary:

Percentage: 10

Participate in the recruitment and selection of food service personnel.

Individual tasks related to the duty:

- Participate in recruitment activities of food service personnel.
- As required, participate in the selection of food service personnel.

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

The Food Service Analyst makes decisions regarding approved procedures for food service operations. Where areas of concern are identified the Analyst, notifies and tries to resolve the issues with the Administrative Managers and State Administrative Manager.

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

The Analyst seeks supervisory approval when they are uncertain of the needed course of action or when performance issues cannot be resolved on-site or when issues are so severe that long term action to obtain resolution is required.

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.

This position requires travel to include overnight stays with regular visits inside the secure perimeter of MDOC correctional facilities and in the presence of prisoners. The position involves significant hours spent corresponding with staff and working on spreadsheets and databases as well as a significant amount of standing and walking to and from buildings with inclement weather as a possibility.

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?

The essential duties of this position are to ensure that food service operations are implemented in accordance with MDOC policies, procedures, diet manual, statewide standard menu, and safety and sanitation standards. This position involves reviewing and validating all operational components of facility food service operations. This position requires frequent travel to MDOC facilities to review food service operations and perform inspections.

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

Requesting to reclassify position DEPTTREQ70N to a DEPARTMENTAL ANALYST-E to remove TRAINEE designation in accordance with MCSC Regulation 5.01. The incumbent in this position, JOSHUA VANWYCK #1148286, was placed in this position effective 7/23/2023. The employee meets the minimum education and experience requirements and has satisfactory performance. An effective date of 7/20/2025 is being requested in accordance with MCSC Regulation 4.04.

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

This position is an Analyst position ensuring that food service operations are provided in accordance to all policies and procedures and applicable codes. This position is responsible for the collection and initial review of data to ensure that performance metrics may be measured as well as visiting facility operations to assist and guide in the daily operations.

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 any major.

EXPERIENCE:

Selective Position Requirement: Three years of experience in quantity food preparation such as can be attained in a hotel, restaurant, or institution.

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

A thorough understanding of the Michigan Department of Public Health Food Safety Code/HAACP, MDOC policies and procedures related to food services. Knowledge of food temperatures, serving size and recipe development, and food service operations. Communication skills (both written and oral). Ability to act under stressful situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

ServSafe certification or equivalent is required within six months of hire date.
Valid Driver's License.

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

Appointing Authority

7/18/2025

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