

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

Position Code 1. YOUTADEEA23R

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 MDHHS-INSTITUTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) C.W. Funding and Juvenile Programs
4. Civil Service Position Code Description YOUTH AIDE-E	10. Division Bay Pines Center
5. Working Title (What the agency calls the position) Youth Aide	11. Section
6. Name and Position Code Description of Direct Supervisor MCKEAGE, PATRICK, C.; YOUTH RESIDENTIAL DIR	12. Unit
7. Name and Position Code Description of Second Level Supervisor MCCREE, DERRICK, R.; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2425 N. 30th Street, Escanaba, MI 49829 / Sunday - Wednesday - Varied

14. General Summary of Function/Purpose of Position

Prepare meals for youth, visitors, and staff on duty three times per day and prepare evening snack for the youth. Prepare meals for special functions. Supervise and instruct youth in the preparation of meals using approved techniques and following established menus. Serve and supervise youth in the service of meals. Maintain safety and security while participating and/or supervising the youth in all phases of food services including but not exclusive to sanitation, use of equipment, following instructions, cooking, serving, clean-up, and maintenance of the kitchen dining area. Process all Department of Education paperwork regarding school meal reimbursements, self-audits, nutritional analyses, and menu reports as needed.

Maintain inventories of all food, chemicals, and other items used throughout the facility. Order and distribute food items as needed.

Perform laundry function for the facility. Supervise and instruct youth in the process of laundering youth clothes and bedding, as well as facility items. Maintain safety and security while performing and/or supervising youth completing cleaning and laundry duties.

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: 50**

Meal preparation.

Individual tasks related to the duty:

- Prepare and serve three meals and one snack each day.
- Prepare and serve meals and instruct/supervise youth in all phases of food preparation and serving of meals.
- Maintain a 6-week rotating menu that complies with Department of Education and USDA meal guidelines.
- Maintain inventory of food and non-food items used within the kitchen, including all requisitioning.
- Exercise safety and health requirements as stated by Michigan Department of Health and ServSafe guidelines.
- Maintain Material Data Safety Sheets for all subject materials in the kitchen area.
- Process all Department of Education paperwork regarding school meal reimbursements, complete self-audits, nutritional analyses, and menu reports as needed.

Duty 2

General Summary: **Percentage: 25**

Youth Supervision.

Individual tasks related to the duty:

- Supervise and instruct youth in the preparation of meals using approved techniques following established menus, including sanitation, use of equipment, following instructions, cooking, serving, clean-up, and maintenance of the kitchen and dining area.
- Supervise and instruct youth in the service of meals.
- Maintain safety and security while participating and/or supervising youth in all phases of food services including but not exclusive to sanitation, use of equipment, following instructions, cooking, serving, clean-up, and maintenance of the kitchen and dining area.
- Supervise and instruct youth in the use of laundry equipment and the performance of laundry services.

Duty 3

General Summary: **Percentage: 10**

Maintenance and clean-up.

Individual tasks related to the duty:

- Maintain the kitchen, dining, and storage areas in a sanitary, orderly, safe and secure condition at all times following Michigan Department of Health and ServSafe guidelines.
- Supervise and instruct youth in proper methods of clean-up, dishwashing, food storage, equipment usage, sanitation, and maintenance of the kitchen, dining, and storage areas.
- Maintain records, maintenance schedules, and reports on all kitchen equipment.
- Other maintenance duties as directed by supervision.

Duty 4

General Summary: **Percentage: 15**

Laundry.

Individual tasks related to the duty:

- Perform laundry services for BPC facility and youth.
- Maintain laundry schedule.
- Maintain inventory of items used within the laundry, including all requisitioning.
- Exercise safety and health requirements as stated by Michigan Department of Health.
- Maintain Material Data Safety Sheets for all subject materials in the laundry area.

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

- Supervision of youth, including instruction and assignment of duties.
- Preparation of meals, menus, reports, inventory, orders, etc.
- Maintenance of secure and safe work area.
- Documentation, distribution and storage of inventoried items.

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

Activities that vary from established security protocols.

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.

- These tasks are performed in a residential detention and treatment facility.
- These tasks require adequate physical ability to carry bulk food/non-food items, handle food preparation, prepare and serve meals, and use industrial cleaning equipment and chemicals.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

This position prepares meals for youth, visitors, and staff three times per day and prepares an evening snack. The position also supervises and instructs youth in the preparation and serving of meals. Processes Department of Education paperwork on school meal reimbursements, completes self-audits, nutritional analyses, and menu reports. Maintain inventories of all food, chemicals, and other items. Order and distribute food. Performs laundry function for the facility. Supervise and instruct the youth in the process of laundering.

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

Position was previously reviewed to determine if it should have the test designation added. Based on a current review with Labor Relations and the work unit, this position does not have access to the medication cabinets or access to control substances. References to these have been deleted. DEI (Diversity, Equity, and Inclusion) language is being added to the position under the KSA's.

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

Bay Pines is a residential detention center for youth awaiting a court decision and providing residential treatment programs for youth adjudicated for criminal offenses. This position prepares meals for youth, visitors, and staff three times per day and prepares an evening snack. The position also supervises and instructs youth in the preparation and serving of meals. Processes Department of Education paperwork on school meal reimbursements, completes self-audits, nutritional analyses, and menu reports. Maintain inventories of all food, chemicals, and other items. Order and distribute food. Performs laundry function for the facility. Supervise and instruct the youth in the process of laundering.

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:

Youth Aide 6

No specific type or amount is required.

Youth Aide 7

One year of experience equivalent to a Youth Aide 6.

Youth Aide E8

Two years of experience equivalent to a Youth Aide, including one year equivalent to a Youth Aide 7.

Preferred Experience: Two years of general cooking experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Please refer to the Civil Service Job Specifications.

- Ability to teach, supervise, and form positive relationships with adolescent youth.
- Knowledge of the standard methods, materials, practices, tools, and equipment used in large scale food preparation.
- Inventory control and maintenance.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

n/a

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date