

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

DOMESTIC SERVICES AIDE

JOB DESCRIPTION

Employees in this job perform and oversee a variety of services such as housekeeping, preparing and serving food, janitorial work, and laundering and maintaining clothing for residents at state facilities and residential training centers.

Position Code Title - Domestic Services Aide-E

Domestic Services Aide 5

This is the entry level. The employee performs a range of Domestic Services Aide assignments while learning the methods of work.

Domestic Services Aide E6

This is the experienced level. The employee performs a full range of Domestic Services Aide assignments and used independent judgment to make decisions in specific work situations.

Position Code Title - Domestic Services Aide-A

Domestic Services Aide 7

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Domestic Services Aides and performing experienced level Domestic Services Aide assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing the required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Prepares, cooks, and bakes food, including reconstituting and heating convenience foods; operates commercial kitchen equipment.

Prepares meals for residents with special dietary needs.

Cleans and prepares poultry, fish, and meats by weighing, portioning, cutting, and trimming using kitchen tools.

Loads, delivers, and unloads hot and cold food carts.

Washes dishes, utensils, and equipment; cleans kitchen and dining rooms; removes garbage and empties trash.

Changes linen, cleans bedding, and makes beds.

Collects and sorts linens for laundering: collects laundered articles, sorts, folds, and stores.

Inventories, alters, and repairs clothing and linens used by residents.

Cleans and services restrooms and living quarters.

Gathers and empties trash.

Vacuums, sweeps, and mops floors and stairways, and uses floor and carpet cleaning equipment.

Washes woodwork, walls, windows, ceilings, and light fixtures.

Loads and unloads supplies and equipment.

Lifts and moves heavy furniture and equipment using dollies and hand trucks.

Identifies repairs and maintenance needs, and reports safety and health hazards to appropriate staff.

Shovels snow and salts walkways.

Operates washers and dryers and launders various items.

Provides work experience training for residents.

Perform related work and other duties as assigned.

Additional Job Duties

Domestic Services Aide 7 (Lead Worker)

Assigns work to lower-level Domestic Services Aides.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the entry level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the work methods and practices used in domestic services including housekeeping, laundry, food preparation, and food service.

Knowledge of the proper use, operation, and hazards of machines, tools, and equipment used in performing domestic services.

Knowledge of the facility policies and procedures.

Knowledge of health codes and sanitation practices.

Ability to maintain records and prepares reports.

Ability to communicate effectively.

Ability to satisfactorily complete the required training program.

Additional Knowledge, Skills, and Abilities

Domestic Services Aide 7 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

Working Conditions

Some jobs require direct contact with patients and residents.

The employee may be assigned to work any day of the week or on any shift.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

The job duties require an employee to lift and move heavy objects.

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

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.

Domestic Services Aide 7

Thirty months of experience equivalent to a Domestic Services Aide, including one year equivalent to a Domestic Services Aide E6 in a specific area of work such as food service, housekeeping, clothing, or laundry.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DOMSRVADE

Job Code Description

DOMESTIC SERVICES AIDE

Position Title

Domestic Services Aide-E

Domestic Services Aide-A

Position Code

DMSRADEE

DMSRADEA

Pay Schedule

U11-002

U11-006

RS

05/11/2025