

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

Position Code

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-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description Domestic Services Aide-E	10. Division
5. Working Title (What the agency calls the position) Domestic Services Aide	11. Section
6. Name and Position Code Description of Direct Supervisor CRAWFORD, CARRIE L; DOMESTIC SERVICES SPV-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor DRZEWIECKI, MARYJO; ADMINISTRATIVE MANAGER-4	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / Day and hours vary

14. General Summary of Function/Purpose of Position

To perform domestic/dietary services for patients and staff in residential and non-residential buildings. Continue increased emphasis on a safe and secure environment by the Joint Commission and CMS accrediting agencies.

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

Maintain cleanliness of all interior areas of the buildings.

Individual tasks related to the duty:

- Offices - Vacuum, dust, clean windows, empty trash.
- Bathrooms - Clean toilets, sinks, showers, ceilings and walls, mirrors, vents, replenish supplies, sweep and mop floors, empty trash.
- Kitchen, dining room and break room areas - Clean floors, ceilings and walls, cupboards, tables, chairs, storerooms, large and small appliances and vents.
- Clean hallways, janitor closets, and other general cleaning.
- Bedrooms -vacuum/sweep and mop floors, spot clean walls and carpets as needed.
- Living and activity areas - vacuum/sweep and mop floors, dust furniture and wall hangings, spot clean furniture and carpets, clean registers and vents, empty trash
- Nurses stations - clean sink, counters, desks, chairs; empty trash, replenish supplies.
- Disinfect all high touch areas

Duty 2

General Summary:

Percentage: 30

Prepare and serve meals and snacks to patients.

Individual tasks related to the duty:

- Complete silverware/sharps counts and menus log documentation
- Prepare/Serve meals and snacks according to four (4) week cycle menus and diet census.
- Lock kitchen doors, drawers, cupboards, etc.

Duty 3

General Summary:

Percentage: 5

Fill out maintenance requests, grocery orders, store requests, household orders, etc.

Individual tasks related to the duty:

- Complete maintenance requests for plumbing, heating, lighting, and broken equipment problems.
- Complete household orders for building supplies needed to perform daily job duties.
- Rotate and inspect grocery inventory to ensure needed supplies are ordered
- Complete grocery orders for food used for patients' meals and snacks.
- Complete store requests as needed

Duty 4

General Summary:

Percentage: 15

General building upkeep.

Individual tasks related to the duty:

- Remove snow, ice, leaves, debris by entryways and emergency exits.
- Wash windows and screens
- Store groceries, cleaning supplies, laundry items.
- Clean carpets, fans, vents, registers etc.
- Strip, scrub, and wax floors.
- Wash curtains and draperies.
- Wash beds and patient furniture as needed.
- Perform relief assignments as required.

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

When a maintenance request is necessary; ordering the proper amounts of cleaning and household supplies on a monthly basis; prioritizing and completing daily tasks; ordering the proper amount of food on a weekly basis.

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

Complaints concerning the quality or quantity of domestic/dietary services being performed; equipment failures; out of the ordinary maintenance, grocery, or household requests.

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.

Typical physical effort involves sitting, standing, kneeling, crouching, reaching, lifting, carrying, walking and bending. Exposed to dust, odors, chemicals, and inclement weather.

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?

Updated position description

23. What are the essential functions of this position?

General building up-keep, which includes dusting, mopping, sweeping, scrubbing, cleaning, and shoveling snow when necessary; operation of related equipment and machinery; preparation of maintenance, grocery, and household requests. Prepare and serve food for patients' meals and snacks according to their diet order. Relief assignments and overtime as required.

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

Continue increased emphasis on a safe and secure environment by accrediting agencies.

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

This position provides domestic services for residential and non-residential buildings, and dietary services for patients in a safe and sanitary manner.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of typical domestic/dietary service work methods and practices.

Ability to follow verbal and written instructions.

Ability to operate various equipment, and machinery used in the service.

Knowledge of infection control.

Knowledge of security related matters and channels of communication.

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.

I agree with above statements.

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

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