

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**INSTITUTION WORKER**

**JOB DESCRIPTION**

Employees in this job perform basic food service, laundry and housekeeping duties in order to provide clean, orderly and comfortable surroundings for residents at state facilities.

There is one classification in this job.

**Position Code Title – Institution Worker-E**

**Institution Worker E5**

This is the experienced level. Employees in this job perform basic food service, laundry and housekeeping duties in order to provide clean, orderly and comfortable surroundings for residents at State facilities. The employee exercises limited judgment in performing assigned work in accordance with specific instructions from the supervisor or by following well-defined procedures, methods and practices.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Prepares food items for serving by placing in the appropriate dish/container.

Washes and prepares fruits and vegetables for salads and garnishes or for cooking.

Sets and waits on tables or serves food on a cafeteria serving line.

Assembles special diet trays according to instructions; delivers food trays to proper dormitories and floors for patients.

Operates dishwashing machine or hand washes dishes and cooking utensils.

Cleans and sanitizes kitchen and dining room premises and equipment after use; including garbage disposal and trash.

Participates in the receipt and storage of canned goods, bulk items and frozen foods.

Collects, sorts and counts soiled and clean laundry; folds and places laundered articles in proper containers for delivery.

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Assists in the sewing, altering, and repairing of clothing and other fabrics.

Sweeps and mops floors and stairways, and vacuums rugs and carpets.

Dusts furniture and fixtures and washes painted woodwork, walls, and windows.

Cleans and services restrooms.

Takes and delivers telephone messages.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Ability to follow instructions.

Ability to communicate effectively with others.

Ability to operate and use machines, tools, equipment, and work aids used in institution worker assignments.

#### **Working Conditions**

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs are located in veteran and mental health hospitals or social services facilities.

#### **Physical Requirements**

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

#### **Education**

No specific amount of formal education is required.

#### **Experience**

No specific type or amount is required.

#### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
INSTWKR

**Job Code Description**  
Institution Worker

**Position Title**  
Institution Worker-E

**Position Code**  
INSTWKR

**Pay Schedule**  
U11-001

ECP Group 1  
Revised 6/1/06  
TeamLeaders