

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Cook/Baker **JOB CLASSIFICATION** Cook/Baker

DOT TITLE Cook (any industry) **DOT NUMBER** 315.361-010

DEPARTMENT Adult and Juvenile Detention **DIVISION** Dietary Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 30

JOB STATUS full time

CONTACT'S NAME & TITLE Gary Kelly, Food Services Supervisor

CONTACT'S PHONE 206-205-2264

ADDRESS OF WORKSITES 500 5th Avenue, Seattle, WA 99104
620 West James Street, WA 98104
1211 East Alder St. , Seattle WA 98122

VRC NAME Kyle Pletz

VRC NAME Jeff Casem

DATE COMPLETED 11/8/01

DATE REVISED 5/11/09

WORK HOURS

40 hours per week. 8 hour shift with two fifteen minute breaks and one, half-hour lunch break per day. 0400-1230, 1200-2030, 2030-0400 (not available at Juvenile Detention Facility)

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Occasionally required of employee. All past available overtime has been covered voluntarily.
Mandatory overtime is very rare.

JOB DESCRIPTION

Performing all aspects of cooking and baking in the King County Correctional Facility in Kent-RJC, Seattle-KCCF and Juvenile Detention. Planning, preparing, and overseeing the serving and clean-up of meals in a controlled security environment. Supervising and directing inmate workers in the kitchen area (Detention workers are not utilized at the Juvenile Detention Facility). There are 3 cook/baker positions assigned to 0400-123- and 1200-2030 shifts and one cook/baker assigned to the 2030-0400 shift at KCCF and RJC. Two cook/bakers are assigned per shift at Juvenile Detention. Each cook/baker position is assigned different duties with positions and duties rotated. Inmate assistance is available for lifting most of the time at KCCF and the RJC except during lockdowns.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.

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2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with or without supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Working knowledge of food planning and preparation, cooking and baking, and nutrition standards in an institutional environment. Knowledge of Washington State health and fire codes. Food handler permit, security background check and polygraph test are required. Computer and mathematics skills are required.

ESSENTIAL FUNCTIONS

1. Rotate a variety of job duties with other coworkers.
2. Identify potentially dangerous situations.
3. Help prepare hot meals and sack lunches for between 300-2000 detainees depending on the facility. KCCF can be up to 2000 meals, RJC up to 1800 meals and Juvenile Detention up to 300 meals.
4. Maintain inventory of food, supplies and equipment.
5. Notify central control of emergency situations via telephone or 2-way radio.
6. Design and prepare food for special diets, verify diet requirements on computer, prepare tags, verify location of detainee with dietary requirements.
7. Stock coolers with food twice a week.
8. Transport food on rolling cart.
9. Slice meat and package in vacuum packed plastic bags.
10. Clean work site.

NON-ESSENTIAL FUNCTIONS

1. May supervise and train up to 25 inmate workers in kitchen area of KCCF or RJC but not at the Juvenile Detention Facility. Some units may not use inmate workers. In these cases, cook/bakers and/or cook helpers may not supervise or train inmate workers but would have increased physical demands without the additional assistance of inmates.
2. Prepare reports for inmate infractions, as well as problems or emergency situations in supervised area.
3. Use forklift to stock shelves.

PERSONAL PROTECTIVE EQUIPMENT USED

Mesh gloves, gloves, hats, nets

OTHER TOOLS & EQUIPMENT USED

Meat slicing machine, vacuum-sealing machine, mixing machine, stove, oven, various kitchen utensils and boiling cauldron, forklift, electric hand truck, telephones, radios, computers and calculators.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

Standing

Health Care Provider initials if restricted _____

Continuously on flat, cement surfaces for 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while slicing meat, cooking, baking, stocking, and performing inventory. Standing varies according to duties performed. Anti-Fatigue mats are available.

Walking

Health Care Provider initials if restricted _____

Continuously on flat cement surfaces for distances of 50 feet continuously throughout the day for up to 6 hours total in a work shift. Most commonly occurs while stocking coolers, moving food on carts, and performing inventory. Correction staff move food carts from the kitchen area to housing area and return food carts.

Sitting

Health Care Provider initials if restricted _____

Occasionally on an office chair for one hour at a time for up to 3 hours total in a work shift. Most commonly occurs while performing paperwork, computer work, and evaluating special dietary requirements of some detainees.

Climbing

Health Care Provider initials if restricted _____

Rarely on a ladder to heights of 5 feet for 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing food items off of an elevated storeroom shelf. No stair climbing is involved.

Bending neck up/down

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour two times a day. This occurs when assigned as serving line cook/baker. Requires looking up and down the serving line during dish-up to insure proper portions are placed on serving trays.

Bending/Stooping

Health Care Provider initials if restricted _____

Frequently on flat cement surfaces repetitively for 15 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while stocking coolers.

Kneeling

Health Care Provider initials if restricted _____

Rare on flat cement surfaces for 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while cleaning the floor underneath a table or piece of kitchen equipment.

Squatting/Crouching

Health Care Provider initials if restricted _____

Occasionally on flat cement surfaces repetitively for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while picking up and reorganizing food items in cooler on 6-inch high palette.

Reaching at waist to above shoulder height

Health Care Provider initials if restricted _____

Occasionally for 5 minutes at a time for up to 15 minutes total in a work shift while removing or putting items on storeroom shelves.

Reaching at floor to waist height

Health Care Provider initials if restricted _____

Occasionally for 5 minutes at a time for up to 30 minutes total in a work shift while removing or putting items on storeroom shelves.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Frequently (repetitively) for 20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 5 pounds while serving trays with food on them.

Carrying 1-10- pounds

Health Care Provider initials if restricted _____

Frequently of food trays for distances of 15 feet repetitively for 20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 10 pounds while serving trays of food and transporting food items between the coolers and kitchen area. Can use cart to transport food items between coolers and kitchen area.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally of sliced meat repetitively for 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while moving sliced and packaged meat from the meat-slicing machine to the cooler.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally of sliced meat repetitively for distances of 20 feet for 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while moving sliced and packaged meat from the meat-slicing machine to the cooler.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally of sugar, rice, and flour for 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 50 pounds while removing 50-pound bags of sugar, rice, and flour from the storeroom.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Rare of bags of sugar, rice, and flour for distances of 15 feet for 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 50 pounds while removing large bags of sugar, rice, and flour from the storeroom. There are carts available to eliminate carrying heavy objects.

Pushing and Pulling

Health Care Provider initials if restricted _____

Frequently of food carts for distances of 20 feet at a time with a force of 20 pounds for up to 1 hour total in a work shift while transporting food to and from the cooler, as well as stirring large cauldron.

Handling

Health Care Provider initials if restricted _____

Continuously for 1 hour at a time for up to 6 hours total in a work shift while slicing, mixing, preparing and moving food.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for 20 minutes at a time for up to 2 hours total in a work shift while using mixing machine, vacuum sealer machine, and meat slicing machine.

Fingering

Health Care Provider initials if restricted _____

Occasionally for 20 minutes at a time for up to 1.5 hours total in a work shift while slicing and serving food with tongs.

Talking

Health Care Provider initials if restricted _____

Continuously on an intermittent basis for 2 hours at a time for entire work shift while conversing with co-workers, while supervising and instructing inmate workers in KCCF or RJC. .

Hearing

Health Care Provider initials if restricted _____

Continuously for entire work shift while listening for potential safety hazards.

Seeing

Health Care Provider initials if restricted _____

Continuously for entire work shift while reading, identifying potential safety hazards and noticing any missing utensils or objects from the kitchen and storeroom areas.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to entire work shift while ensuring security of facility, identifying potential dangers and ensuring safe distance from detainees.

ENVIRONMENTAL FACTORS

Work is performed in a youth detention facility setting with exposure to detainees. The employee is exposed to potentially violent, intoxicated, mentally ill, high security, manipulative and/or hostile detainees.

The noise level is

Approximately 40-90 decibels. The noise is caused by detainees, alarms and sirens, and use of kitchen equipment.

HCP Initials if Restricted

Work environment may include the following exposure(s):

Outside weather: Rare

Non-weather related temperatures below 55 degrees: Occasionally

Non-weather related temperatures above 75 degrees: Occasionally

Wet: Occasionally

HCP Initials if Restricted

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Odors: Frequently working with food or cleaning odors
Moving mechanical parts: Frequently

POTENTIAL MODIFICATIONS TO JOB

Anti fatigue mats are available.

Orthopedic shoes may increase comfort during long periods of standing and walking.

NOTE: This analysis describes the usual work environment thus all demands may increase significantly based on the type of emergency situation and its duration.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Signature of VRC evaluator, Kyle Pletz, Vocational Consultant

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
 Temporary until _____ Permanent as of _____
- The employee is released to perform the described job with the following modifications: _____

 Temporary until _____ Permanent as of _____
- The employee is not released to perform the described duties due to the following job functions: _____

 Temporary until _____ Permanent effective _____
- The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Is the employee taking any medications, which could impact his/her cognitive ability to work?

- NO YES (if yes, please note on the form what tasks are impacted but do not provide diagnostic information nor information as to specific medications)

Are there possible limitations resulting from required use of mobility assistive devices or upper extremity hardware, such as casts, braces, etc. not addressed by this form and what are they?

- NO YES (if yes, please explain but do not provide diagnostic information) _____

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date

PLEASE FAX RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO: Paula R. Seeger, Disability Services Specialist, King County, Department of Adult & Juvenile Detention, fax # 206-205-5666. Phone contact can be made at 206-205-9517. Thank you!