



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Assistant Cook I, II Custodial Cook Supervising Custodial Cook
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	March 2011
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 Modesto, California 95355 (209) 549-4626

INTRODUCTION:

A complete job description is available through Stanislaus County Human Resources. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen Physical Therapy, Inc. The methodology for documentation consisted of on-site visits, using various measuring devices such as dynamometers and scales, as well as observation and interviews with employees and managers. A detailed record was made of the physical and functional demands of the job in terms of force pounds, weight, frequency, height, distance, anthropometric measurements, stamina, and degrees of range of motion. The determination of the frequencies of functional activities is based on standards provided by the National Institute for Occupational Safety and Health (NIOSH) and the Work Practice Guide for Manual Lifting (U.S. Department of Commerce, National Technical Information Service).

The Job Task Analysis is organized as follows: General work description; safety requirements; equipment; environmental factors; and physical/functional demands.

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GENERAL WORK DESCRIPTION:

The frequency of the following activities may vary according to the physical requirements of the specific job tasks that the employee may be required to perform at random intervals.

Under the general supervision of the department manager, the **Assistant Cook I** will cook and supervise the preparation and serving of meals. The **Assistant Cook II** is responsible for preparing food which is attractively arranged and appetizing in appearance, and assisting with serving as necessary. The **Custodial Cook** will operate food service equipment and orders supplies. The **Supervising Custodial Cook** is responsible for the supervision, training and evaluation of food service personnel involved in preparation, cooking, serving and cleaning, in addition to ordering food and supplies.

SPECIFIC DUTIES: Available through the Human Resources Department at the County of Stanislaus.

<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>

Safety Requirements: All employees are required to observe company safety procedures and standards to insure individual and collective safety, in addition to avoiding unnecessary risk to oneself, co-workers, customers, and property.

Equipment:

- | | |
|--|---|
| 1. Blenders. | 26. Meat splicers. |
| 2. Buffalo chopper. | 27. Microwave. |
| 3. Can opener/air & electric. | 28. Mops, brooms, dust pans. |
| 4. Chill blaster. | 29. Motorola radio. |
| 5. Coffee machine. | 30. Plastic basket for dollies. |
| 6. Computers. | 31. Pots & pans. |
| 7. Conveyor belt. | 32. Proof box. |
| 8. Copy machine. | 33. Pump station. |
| 9. Delivery trucks 16,000 lbs. w/liftgate. | 34. Refrigerators. |
| 10. Dishwashers. | 35. Retherm ovens. |
| 11. Dollies w/wheels. | 36. Roll-in oven. |
| 12. Dough rounder. | 37. Rubbermaid garbage bins. |
| 13. Electric pallet jacks. | 38. Serving utensils. |
| 14. Facsimile machine. | 39. Soap dispenser. |
| 15. Fire extinguisher. | 40. Spiral mixer. |
| 16. Floor ladder w/wheels. | 41. Steam tables. |
| 17. Food carts w/wheels. | 42. Step stools, floor signs. |
| 18. Fork lift. | 43. Telephone. |
| 19. Garbage disposal. | 44. Tilt grills. |
| 20. Gas ovens. | 45. Toaster. |
| 21. Hobart mixer. | 46. Tray sealer machine. |
| 22. Ice machines. | 47. Tumbler chiller. |
| 23. Kettle – 100 gallon. | 48. Walk-in freezer. |
| 24. Kettle – 200 gallon. | 49. Water hose, gloves. |
| 25. Ladder up to 10ft. | 50. Wire whips, spoons, scoops, knives. |

All employees within the Assistant Cook I, II, Custodial Cook, Supervising Custodial Cook positions are required to provide physical assistance for all weight and frequency requirement needs of all job tasks in order to maintain a safe work environment. Employees must be physically capable of working in any of the job tasks within the Assistant Cook I, II, Custodial Cook, Supervising Custodial Cook positions.

ENVIRONMENTAL FACTORS



The following percentages are given in terms of an eight-hour workday:

Seldom = 1% - 2%	Frequent = 34% - 66%
Occasional = 3% - 33%	Constant = 67% - 100%

	ENVIRONMENTAL FACTORS	MAXIMUM FREQUENCY
1.	Unprotected heights: loading dock up to 46 inches in height.....	Seldom
2.	Being around moving machinery: grinder, slicer, food processor, chopper.....	Occasional
3.	Exposure to marked changes in temperature and humidity: walk-in 5-degree freezer, 34-degree cooler.....	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances:.....	Seldom
5.	Driving: <i>Rare off-site delivery.</i>	Not Applicable
6.	Exposure to excessive noise:..... <i>Hearing protection is available.</i>	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals: cleaning agents, detergent <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces: water, ice, spills.....	Occasional
10.	Working below ground: basement, downtown jail.....	Seldom
11.	Unusual fatigue factors:	Not Applicable
12.	Working with explosives:.....	Not Applicable
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i>	Occasional
15.	Working proximity:.....Alone: Closely with others:	Not Applicable Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Seldom

FUNCTIONAL ACTIVITIES



The frequency of the following activities may vary according to the physical requirements of the specific job tasks the employee may be required to perform at random intervals.

PHYSICAL AND FUNCTIONAL REQUIREMENTS

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

1.) **PUSH:** *Pushing activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 40 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, and/or transporting product, equipment, and supplies (e.g. trash can, cart, baking cart, portable salad bar cart, dining room table; walk in cooler door). The employee exerts up to 40 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 200+ feet when performing job tasks (e.g. trash cart to/from disposer sites; cart of prepared food and ingredients; open/close door; 4-wheeled food transportation cart; up to 300 pound loads on carts at the PSC jail).

2.) **PULL:** *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 40 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, and/or transporting product, equipment, and supplies (e.g. trash can, cart, baking cart, portable salad bar cart, dining room table; walk in cooler door). The employee exerts up to 40 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 10 feet when performing job tasks (e.g. trash cart to/from disposer sites; cart of prepared food and ingredients; open/close door; 4-wheeled food transportation cart; up to 300 pound loads on carts at the PSC jail). *Pushing is the preferred method of moving cart.*

3.) **STAND-UP LIFT**: *Lifting weighted objects between floor and waist height.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: One person assistance is available with weights greater than 40 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, and/or transporting product, equipment, and supplies (e.g. food ingredients, utensils, miscellaneous cleaning tools). The employee lifts items weighing between <1 pounds and 40 pounds from/to the floor when performing job tasks (e.g. up to 40-pound box of fresh fruit/vegetable; up to 10-pound individual boxed wrapped, canned miscellaneous product; up to 50-bags of sugar, flour, hamburger, rice and powdered milk; up to 40-pound cased caned fruit and vegetables). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

4.) **LEVEL LIFT**: *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Frequent
11-25 pounds:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: Forklift, 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 40 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, and/or transporting product, equipment, and supplies (e.g. food ingredients, utensils, miscellaneous cleaning tools). The employee lifts items weighing between <1 pounds and 40 pounds when performing job tasks (e.g. up to 40-pound box of fresh fruit/vegetable; up to 10-pound individual boxed wrapped, canned, miscellaneous product; up to 50- bags of sugar, flour, hamburger, rice and powdered milk; up to 40-pound cased caned fruit and vegetables).

5.) **WEIGHT CARRY**: *Carrying weighted objects between waist and chest height beyond a distance of four feet.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Seldom
11-100 pounds:	Not Required
Maximum Force: 10 Pounds	

Assistive Devices: Forklift, 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 10 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, and/or transporting product, equipment, and supplies (e.g. food ingredients, prepared food, utensils, miscellaneous cleaning also). The employee carries items weighing between <1 pounds and 10 pounds between 5 feet and 20+ feet when performing job tasks (e.g. up to 10-pound utensils, ingredients and/or prepared food; housekeeping tools).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT**

0-10 pounds: Seldom

11-100 pounds: Not Required

Maximum Force: 10 Pounds

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level.

Additionally, one person assistance is available with weights greater than 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, and/or transporting product, equipment, and supplies (e.g. food ingredients, prepared food, utensils, miscellaneous cleaning tools). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:****MAXIMUM FREQUENCY:** Seldom

Comments: Overhead reach is performed to a maximum height of 84 inches when retrieving, returning, storing, adjusting, and/or transporting product, equipment, and supplies (e.g. food ingredients, prepared food, utensils, miscellaneous cleaning tools). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

8.) **FORWARD REACH:****MAXIMUM FREQUENCY:** Constant

Comments: Forward reach is performed to a distance of 32 inches when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls, and supplies (e.g. wash, cook, slice, dice, serve; operate dials, switches, disinfect, operate food preparation and production line; food serving; clean floors, walk-ins, storage area docks, food lines, hoods, ovens, 100 and 200-gallon kettle). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:****MAXIMUM FREQUENCY:** Seldom

Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls, and supplies (e.g. storeroom and walk-in cooler shelves; housekeeping; reaching for supplies stored under counters and on lower shelves; clean, cook, bake). *Variable to stooping will be the employee's height. Stooping of the head, trunk and knees can be minimized or avoided by substituting alternate positions of squatting, kneeling or bending when performing job tasks.*

10.) **SQUAT:** *(Unloaded)***MAXIMUM FREQUENCY:** Not Required

Comments: Squatting is not required to perform job task. *Squatting may be minimized or avoided by substituting alternate positions of bending, stooping, half kneeling or kneeling. Partial squatting is a preferred lifting posture.*

11.) FORWARD BEND:

**MAXIMUM
FREQUENCY:** Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls, and supplies (e.g. wash, clean, cook, bake; storeroom and walk-in cooler shelves; housekeeping; reaching for supplies stored under counters and on lower shelves). Maximum forward trunk flexion required is 60 degrees. *Employee may avoid excessive forward bending of the trunk up to 80 degrees by using alternate positions of bending at the hips, kneeling, half kneeling, stooping, sitting or squatting.*

12.) TWIST

**MAXIMUM
FREQUENCY:** Occasional

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls, and supplies (e.g. cook, bake; reach into storeroom and walk-in cooler shelves; housekeeping; worksite surveillance). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair during office work.*

13.) TURN:

**MAXIMUM
FREQUENCY:** Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls, and supplies (e.g. cook, bake; reach into storeroom and walk-in cooler shelves; housekeeping; worksite surveillance).

14.) KNEEL:

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when retrieving, returning, and/or cleaning equipment and controls (e.g. under counter, storage, housekeeping). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15.) CRAWL:

**MAXIMUM
FREQUENCY:** Not Required

Comments: Crawling is not required when performing job tasks.

16.) STAIR CLIMB:

**MAXIMUM
FREQUENCY:** Seldom

Comments: Stair climb is required in order to perform job tasks (e.g. 4-wheeled six and eleven step portable stair case, 3 steps to/from kettle). Maximum number of 11 steps is climbed. *Kettle person occasionally climbs steps to/from office and kettle landing occasionally.*

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Ladder climbing is not required to perform job task. *Variables to overhead climbing will vary according to the employee's height and anthropometric reach. Rarely is ladder climbing necessary.*

18.) **WALK:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls, and supplies (e.g. to/from task sites, refrigerator, cooler, dock, serving line, off-site locations; inmate supervision and instruction). Walking length varies between 3 feet and 400+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Sitting is not required for performing job tasks. *Kettle person sits occasionally for office work. Van driven rarely for off-site delivery.*

20.) **STAND: (Static)**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 30-minute intervals when performing job tasks (e.g. food preparation; serving prepared food; supervise and instruct inmate workers; worksite surveillance).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Constant

Comments: Adequate balance is required for safe walking, standing, climbing, reaching and lifting.

22.) **HAND/FOOT CONTROL:**

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Seldom
Left:	Seldom
Both:	Seldom
Either:	Seldom
FOOT:	
Right:	Seldom
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle) when utilizing equipment and controls (e.g. forklift, van). Foot controls are utilized to operate equipment (e.g. drive van; 21-foot delivery truck with lift gate; electric pallet jack, fork lift). *Rare off-site delivery.*

23.) **UPPER AND LOWER EXTREMITY COORDINATION:**

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Constant
Firm Grasp:	Occasional
Fine Manipulation:	Occasional
Eye/Hand Coordination:	Occasional
Hand/Foot Coordination:	Seldom

Comments: Grasping and coordination activities are performed when adjusting, and/or moving product, equipment, controls and supplies (e.g. dials, switches, food; utensils, vehicle, desktop work).

Simple grasping is utilized to perform job tasks (e.g. lift objects weighing less than 5 pounds; food serving, cleaning, food preparation, drive vehicle, operate forklift).

Firm grasping is utilized to perform job tasks (e.g. lift objects weighing 5 pounds or greater, slicing, cutting; open/close door; cleaning, lift/carry, push/pull; food preparation, machine operation, operate forklift).

Fine manipulation is utilized to perform job tasks (e.g. pour, cut, slide, dice; knife work, control push button pads; garnishing, food preparation, keyboard, mouse, handwrite).

Eye/hand coordination is utilized to perform job tasks (e.g. knife work, slice, cut, pour, measure; machine operation, drive vehicle; operate forklift, pallet jack, liftgate; keyboard, mouse, handwrite).

Hand/foot coordination is utilized to perform job tasks (e.g. drive van; operate forklift).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.

24.) **CERVICAL (NECK) MOVEMENT:**

	<u>MAXIMUM REQUIREMENT</u>
Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. food preparation, clean, wash, stock; drive vehicle; operate forklift, liftgate, pallet jack; inmate supervision; worksite surveillance). *Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.*

{End of Report}



Stanislaus County

JOB TASK ANALYSIS SUMMARY

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

The following is a summary of the physical demands of the Job Task Analysis that were obtained for the positions of:

ASSISTANT COOK I, II, CUSTODIAL COOK, SUPERVISING CUSTODIAL COOK

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	40 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	40 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> ¹	40 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	40 pounds	<i>Sit</i> ¹	Not Required
<i>Weight Carry</i> ¹	10 pounds	<i>Stand (Static)</i> ¹	Frequent
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> ¹	Constant
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Seldom
<i>Forward Reach</i> ¹	Constant	<i>Foot Control</i> ¹	Seldom
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Constant
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Occasional
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Occasional
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	Seldom
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

 Contact Person
 Title

 Contact Person
 Title

 Contact Person
 Title

LA/au