



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
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JOB ANALYSIS

| | | | |
|--------------------------|--|--------------------------------|---|
| Job Title: | Cook/Baker | DOT Title: | Cook (any industry) |
| SVP: | 6 | DOT #: | 315.361.010 |
| Location of Analysis: | King County Correctional Facility 500 5 th Ave., Seattle, WA 98104 Maleng Regional Justice Center 620 West James St., Kent, WA 98032 Youth Services Center 1211 East Alder St., Seattle WA 98122 | Name of Employee: | |
| Analyst: | Kyle Pletz, VRC, CDMS | JA Source: | Jennifer Hernandez |
| Presenting VRC: | | Employer Contact: | Hope Hendershot-Brown |
| Date Analysis Completed: | 3/19/13 | Supervisor Contact Information | Phone: 206-205-2264 E-mail: Hope.Hendershot-Brown@kingcounty.gov |

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

Essential Functions according to the employer:

All King County jobs require ability/essential function to:

Demonstrate predictable, reliable, and timely attendance.
Follow written and verbal directions to complete assigned tasks on schedule.
Read, write, and communicate in English & understand basic math.
Learn from directions, observations, and mistakes and apply procedures using good judgment.
Work independently or as part of a team and interact appropriately with others.

Perform all aspects of cooking and baking in the King County Correctional Facility in Kent-RJC, Seattle-KCCF and Juvenile Detention. Plan, prepare, and oversee the serving and clean-up of meals in a controlled security environment. Supervise and direct inmate workers in the kitchen area (Detention workers are not utilized at the Juvenile Detention Facility). There are 3 cook/baker positions assigned to 0400-1200 and 1200-2000 shifts and one cook/baker assigned to the 2000-0400 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.

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 600-1300 detainees depending on the facility. KCCF can be up to 2000 meals, RJC up to 1800 meals and Juvenile Detention up to 600 meals.
4. Maintain inventory of food, supplies and equipment.



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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.
5. Stock coolers with food twice a week.
6. Transport food on rolling cart.
7. Slice meat and package in vacuum packed plastic bags.
8. Clean work site.

NON-ESSENTIAL FUNCTIONS

1. May supervise and train up to 28-35 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 or pallet jack to stock shelves.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

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.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Mesh gloves, gloves, hats, nets, steel-toe footwear. Meat slicing machine, vacuum-sealing machine, low-boy cart, tray cart, mixing machine, stove, oven, various kitchen utensils, boiling cauldron, steam kettle, pans, mixing paddle, large pots, forklift, electric pallet jack, hand truck, telephones, radios, computers and calculators.

PHYSICAL REQUIREMENTS

| Frequency Scale | Strength | Work Pattern | |
|--|--|-------------------------------------|---------------|
| N = Never | <input type="checkbox"/> Sedentary | <input checked="" type="checkbox"/> | Full-time |
| S = Seldom (1-10 %, up to 48 min) | <input type="checkbox"/> Light | <input type="checkbox"/> | Part-time |
| O = Occasional (11-33%, 48 min. – 2 hr 25 min) | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> | Seasonal |
| F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min) | <input type="checkbox"/> Heavy | 8 | Hours Per Day |
| C = Constant (67-100%, more than 5 hr 35 min) | <input type="checkbox"/> Very Heavy | 5 | Days Per Week |

This is classified as a MEDIUM job by the US Department of Labor.



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| PHYSICAL DEMANDS | | FREQUENCY | | | | | | ACTIVITY DESCRIPTION |
|------------------|--------|-----------|---|---|---|---|--|----------------------|
| | % Time | N | S | O | F | C | | |
| Sitting | | | | X | | | On an office chair for up to 1 hr./time, up to 3 hrs. total while performing paperwork, computer work, and evaluating special dietary requirements and locations of some detainees. | |
| Standing | | | | | X | | On flat, cement surfaces for up to 2 hrs. at a time, up to 5 hrs. total while slicing meat, cooking, baking, stocking, and performing inventory. Standing varies according to duties performed. Anti-Fatigue mats are available. | |
| Walking | | | | | | X | On flat cement surfaces for distances of up to 50-200 feet continuously throughout the day for up to 6 hrs. total while stocking coolers, moving food on carts, and performing inventory. Staff may move food carts from the kitchen area to housing area and return food carts. | |

| | | | | | | | |
|----------------------------------|----------|----------|----------|----------|----------|-----------|---|
| Lifting floor – waist | N | S | O | F | C | lbs. | Lift food trays, pans, utensils, food items up to 3 hrs./shift (<5lbs.). Seldom lift 50lb. bags of rice, oatmeal; empty compost garbage can at floor level. |
| | | 50 | | <5 | | | |
| Lifting waist–shoulder | N | S | O | F | C | lbs. | Lift food trays, pans, utensils, food items up to 3 hrs./shift (<5lbs.). Seldom lift 50lb. bags of rice, oatmeal, etc. |
| | | 50 | | <5 | | | |
| Lifting above shoulder | N | S | O | F | C | lbs. | Place/remove cases of soup or supplies on upper shelves, pans in upper ovens/warmers and food trays on cart up to 1 hr./shift. |
| | | 20-40 | | | | | |
| Carry (Dist.) | N | S | O | F | C | lbs. | Up to 50 feet for 1 min./time for up to 20 min. total in a shift while moving sliced and packaged meat from the meat-slicing machine to the cooler |
| | | 15 | | | | | |
| Pushing/ Pulling | N | S | O | F | C | Minimal | Food carts for 50' with a force of 20 lbs. for up to 1hr hour while transporting food to and from the cooler, as well as stirring large cauldron. 50 lbs. of force when using pallet jack, moving food tray carts, manipulating large bags of rice or oatmeal. Compost garbage can 200' with a force of 50 lbs. |
| | | 50 | 5-20 | | | lbs force | |



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| | N | S | O | F | C | |
|----------------------|---|---|---|---|---|---|
| Climbing | | X | | | | On ladder to heights of 5 feet for 1 min/time for up to 5 min total while removing food items off of an elevated storeroom shelf. Stair climbing only during emergency evacuation. |
| Balancing | | | | X | | On wet tile floors. |
| Stooping / Bending | | | | X | | On flat cement surfaces for up to 5 min at a time for up to 3 hrs. total while stocking coolers, using steam kettles, emptying large pots with gallon container. |
| Twisting* | | X | | | | Transferring pans from warmers to food tray cart. |
| Squatting / Kneeling | | X | | | | On flat cement/tile surfaces for up to 1 min/time for up to 5 min total while cleaning the floor underneath a table or piece of kitchen equipment or picking up and reorganizing food items in cooler on 6' high palette. |
| Crawling | X | | | | | |
| Foot Controls | X | | | | | |

| | N | S | O | F | C | |
|------------------------------------|---|---|---|---|---|---|
| Reaching Forward (Level) | | | | X | | Up to 30 min/time, up to 4 hrs. total while cutting and preparing food; manipulating pans, oven doors, carts, trays, cooking utensils. Computer duties. |
| Below Waist | | | X | | | Up to 5min/time, up to 2 hrs. total while removing or putting items on storeroom shelves; trays and pans on upper racks. |
| Above Shoulder | | | X | | | Up to 5 min/time, up to 1 hr. total in a work shift while removing or putting items on storeroom shelves. |
| Handle/Grasp | | | | | X | Up to 1 hr./time, up to 6 hrs. total in a work shift while slicing, mixing, preparing and moving food. |
| Fine Finger Manipulation | | | X | | | Up to 20 min/time, up to 1.5 hrs. total in a work shift while typing, slicing and serving food with tongs. |
| Hand Controls | | | X | | | Up to 20 min/time, up to 2 hrs. total in a work shift while using computer mouse, mixing machine, vacuum sealer machine, and meat slicing machine. |
| Repetitive Motion | | | X | | | Body part: hands Cycles/hr. 500+ |
| Vibratory Tasks | | X | | | | Tray carts on tiles, pallet jack, mixer, blender. |

| | N | S | O | F | C | |
|---------|---|---|---|---|---|---|
| Talking | | | | | X | With co-workers; while supervising and instructing inmate workers in KCCF or RJC. |
| Hearing | | | | | X | Continuously for entire work shift while listening for potential safety hazards. |



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Visual:

Continuously for the entire work shift while reading, identifying potential safety hazards and noticing any missing utensils or objects from the kitchen and storeroom areas. Work is performed in a jail and youth detention setting with constant interaction with inmates. Heightened awareness is necessary for personal safety and security of the facility.

| ENVIRONMENTAL CONDITIONS | FREQUENCY | | | | | ENVIRONMENTAL CONDITIONS | FREQUENCY | | | | |
|--------------------------------------|-----------|---|---|---|---|---------------------------------------|-----------|---|---|---|---|
| | N | S | O | F | C | | N | S | O | F | C |
| Exposure to Weather | | X | | | | Noise Intensity | | | X | | |
| Extreme Cold | | | X | | | Atmospheric Conditions | | X | | | |
| Extreme Hot | | | | X | | Exposed Heights | | | X | | |
| Wet and / or Humidity | | | | | X | Exposure to Electricity | X | | | | |
| Proximity to Moving Mechanical Parts | | | | X | | Exposure to Toxic / Caustic Chemicals | | | X | | |
| Exposure to Explosives | | X | | | | Exposure to Radiation | X | | | | |

Other: Work is performed in a jail as well as 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.

Analyst's Comments:

Possible Employer Modifications:

Additional low-boy carts could reduce lifting and carrying.



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date _____

- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |