

# Job Analysis Form

Alternate Format Available



King County

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## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at:

<http://www.kingcounty.gov/employees/HumanResources/services/jobanalysis/analyses>

PATIENT NAME:

JOB TITLE: Cook/Baker

Physical Required: General Physical, BP, Vision, Back Strength & Lifting.

DEPARTMENT: DAJD

WORK SCHEDULE: 40 hrs./week

**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.

**WORK ENVIRONMENT:** 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.

**ESSENTIAL FUNCTIONS:** Rotate a variety of job duties with other coworkers. Identify potentially dangerous situations. 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. Maintain inventory of food, supplies and equipment. Notify central control of emergency situations via telephone or 2-way radio. Design and prepare food for special diets, verify diet requirements on computer, prepare tags, verify location of detainee with dietary requirements. Stock coolers with food twice a week. Transport food on rolling cart. Slice meat and package in vacuum packed plastic bags. Clean work site.

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PHYSICAL DEMAND	HRS PER SHIFT
Standing	2 – 7 hours
Walking <input type="checkbox"/> uneven terrain	4 – 6 hours
Sitting	30 min 3
Climbing stairs	0
Climbing <u>ladder</u>	1 - 5 minutes
Balancing	0
Bending/Stooping	15 min – 3 hours
Kneeling	0 - 5 minutes
Crouching	10 – 30 minutes
Crawling	0
Foot controls	0
Reaching above shoulders	0 - 15 minutes
Reaching waist-shoulder	2 – 4 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 5 min
Reaching floor-waist	0 - 30 minutes
Lifting/Carrying 1-10#	5 min – 2 hours
Lifting/Carrying 11-20#	5 - 20 minutes
Lifting/Carrying 21-50#	5 -10 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	1 – 6 hours
Hand Controls	20 min - 2
Fingering <input type="checkbox"/> keyboarding	15 min - 1.5
Vision to assure safety of others	7 – 8 hours
Hearing to assure safety of others	7 – 8 hours
Bending neck up/down	0 – 2 hours

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet  Gasses
- Fumes  Odors
- Dusts  Mists
- Radiation  Explosives
- Noise Level 40-90 decibel
- Other \_\_\_\_\_

Special Requirements:

- CDL  Respirator use

I have reviewed the following Job Analysis for the above-named employee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name