

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Cook

**DEPARTMENT:** Sheriff

**PHYSICAL DEMAND STRENGTH RATING:** Heavy per Job Analysis

**DATE COMPLETED:** August 2019

**DIVISION:** Detention

**INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:**

*Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.*

**FREQUENCY RATING:**

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

**PART 1 - JOB DUTIES/FUNCTIONS:**

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
While performing the following duties, employees in this class work in a secured detention facility, standing for long periods in hot, humid conditions; supervises inmates engaged in food preparation activities.						
Works a fixed post position, requiring all shifts including nights, weekends, and holidays; works long and irregular hours, subject to hold-over and call back; works overtime as needed to meet mandatory staffing requirements.	1	C			E	
Gathers necessary ingredients and cooking utensils from freezer, storeroom, shelves, and cupboards: reaches forward, above shoulders and below waist to push, pull, lift, carry and place pots, pans, bowls, bags, tubs, and boxes of food items weighing up to 60 pounds on to hand cart; pushes hand cart.	2	F	Cooking Utensils, Pots, Pans, Bowls, Hand carts	Food Handler Certification	E	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Performs food preparation activities for large quantities of food including: washes fruit and vegetables; slices, chops, and grates foods using cutting tools and machines; carves, cuts, trims and bones meat; measures and mixes ingredients according to recipe, using a variety of kitchen utensils and equipment such as blenders, mixers, grinders, and tenderizers; pushes and pulls stirring implements in a rotating manner.	3	F	Knives, Slicers, Blenders, Mixers, Grinders, Tenderizers	Food Handler Certification	E	
Cooks food in large quantities using stovetop or convection oven including: adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters and steam kettles; reaches forward to place and remove large pots (large stock pot- up to 30 gallons) weighing up to 15 pounds; uses hand crank to operate 40-125 gallon tilting kettles; reaches forward to stir, mix, and turn contents using spoons, spatulas, and forks; reaches forward while holding pans of food weighing up to 38 pounds to place or remove item from large convection oven; observes and tests food for doneness by tasting, smelling and using thermometers.	4	F	Stove, Oven, Pots, Steamer, 120 Gallon Steam Kettle, Pans, Spoons, Spatulas, Forks; Stock pots, Tilting kettles	Food Handler Certification	E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate personal protective equipment; ensures all cooking tools and implements are accounted for; reports or corrects unsafe conditions.	5	C	Gloves, Oven Mitts, Personal Protective Equipment (PPE)		E	
Reviews menu, production sheet, and special diet sheet to plan and organize meal preparation activities; ensures that all supplies are available; calculates quantities needed for each meal.	6	O	Computer, Calculator	Food Handler Certification	E	
Supervises inmates in setting up trays and serving inmates on the tray line; counts number of trays and food items to ensure that there are the correct quantity of regular and special meals; assumes responsibility for delivering food to appropriate units during lockdowns or other emergencies.	7	F	Food Trays, Cart	Food Handler Certification	E	
Supervises inmates and assists in washing dishes including: stacks plates and bowls, washes large items in sink by hand; reaches forward, above and below waist to load and unload items weighing up to 15 pounds (large stock pot) into/from dishwashing machine and sink; operates and cleans machine.	8	F	Dishwashing Machine, Sink	Food Handler Certification	E	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Supervises inmates and assists in cleaning kitchen including: wipes and sanitizes counters, shelves, prep tables, and equipment; sweeps and mops floors; lifts, carries, and places recycling containers weighing up to 40 pounds; lifts and places laundry bags weighing up to 35 pounds on to hand cart; pushes hand cart to laundry; places laundry bags into bin at chest level.	9	C	Mops, Brooms, Step stool, Cleaning Supplies and Solutions	Food Handler Certification	E	
Monitors the work of inmates including: interacts with inmates to instruct, observe, assess, and manage their behavior; reports inappropriate behavior or performance to Correctional Deputies verbally, in handwritten notes, and in computer; makes quick and accurate decisions while dividing attention between numerous issues which may require immediate, simultaneous responses, including calling for Correctional Deputies for assistance when needed.	10	C	Phone	Food Handler Certification	E	
Checks food inventory and reports inventory needs to food services contractor; assists with the receipt of deliveries and compares with order/requisition to ensure accuracy; rotates and replenishes stock; reaches forward, above shoulders and below waist to lift, push, pull, carry, and place items weighing up to 55 pounds.	11	F	Computer, Phone, Pallet Jack (manual)		E	
Communicates in person, by phone, and by email, with departmental staff and food services contract staff to coordinate activities and to provide and obtain information; directs activities of inmates.	12	F	Computer, Phone		E	
Participates in detention facility orientation and other training, in person and on-line, necessary to maintain required certifications and licenses, and to maintain and enhance knowledge and skills related to assigned duties, and County and departmental policies and procedures; participates in CPR and First Aid training.	13	O	Computer	Food Handler Certification	E	

**PART 2: PHYSICAL DEMANDS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting (i.e., using computer, phone)	6,12,13	O			
2 Walking (i.e., gathering ingredients and utensils; performing food preparation activities; observing food for doneness; setting up trays; washing dishes; cleaning, washing, sanitizing kitchen; instructing, observing, assessing, managing inmate behavior; checking inventory; receiving, rotating, replenishing stock and supplies)	2,3,4,7,8,9,10,11,12	F			
3 Running	N/A	N			
4 Standing (i.e., gathering ingredients and utensils; performing food preparation activities; supervising inmates in performance of preparation, cooking and service of food, kitchen sanitation and clean up, washing dishes; checking inventory, receiving, rotating and replenishing stock and supplies)	2,3,4,6,7,8,9,10,11,12	F			
5 Bending-Neck (i.e., gathering ingredients and utensils; performing food preparation activities; supervising inmates supervising inmates in performance of preparation, cooking and service of food, kitchen sanitation and clean up, washing dishes; checking inventory, receiving, rotating and replenishing stock and supplies; using computer, phone)	2,3,4,5,6,7,8,9,10,11,12,13	F			
6 Bending-Waist (i.e., gathering ingredients and utensils; performing food preparation activities; placing/removing pans into oven, steam table; checking inventory, receiving, rotating and replenishing stock and supplies; using computer, phone)	2,3,4,7,8,9,11,12	O			
7 Squatting (i.e., gathering ingredients and utensils; checking inventory, receiving, rotating, and replenishing stock and supplies)	2,11	O			
8 Climbing (i.e., gathering ingredients and utensils; checking inventory, receiving, rotating, and replenishing stock and supplies)	2,11	O			
9 Kneeling (i.e., gathering ingredients and utensils; checking inventory, receiving, rotating, and replenishing stock and supplies)	2,11	O			
10 Crawling	N/A	N			
11 Twisting-Neck (i.e., using computer; supervising inmates in performance of preparation, cooking and service of food, kitchen sanitation and clean up; checking inventory, rotating and replenishing stock and supplies)	2,3,4,5,6,7,8,9,10,11,12,13	F			
12 Twisting-Waist (i.e., supervising inmates in performance of preparation, cooking, and service of food, kitchen sanitation and clean up; gathering ingredients and utensils; checking inventory, receiving, rotating and replenishing stock and supplies)	2,3,4,7,8,9,10,11,12	F			
13 Repetitive Hand Use	2,3,4,7,8,9,11	F			
14 Simple Grasping-Right Hand (i.e., supervising inmates in performance of preparation, cooking, and service of food, kitchen sanitation and clean up; gathering ingredients and utensils; checking inventory, receiving, rotating and replenishing stock and supplies)	2,3,4,7,8,9,11,12	F			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
15 Simple Grasping-Left Hand (i.e., supervising inmates in performance of preparation, cooking, and service of food, kitchen sanitation and clean up; gathering ingredients and utensils; checking inventory, receiving, rotating and replenishing stock and supplies)	2,3,4,7,8,9,11,12	F			
16 Power Grasping-Right Hand (i.e., gathering ingredients and utensils; checking inventory, receiving, rotating and replenishing stock and supplies)	2,3,4,9,11	F			
17 Power Grasping-Left Hand (i.e., gathering ingredients and utensils; checking inventory, receiving, rotating and replenishing stock and supplies)	2,3,4,9,11	F			
18 Fine Manipulation-Right Hand (i.e., slicing, chopping, and grating foods)	3	F			
19 Fine Manipulation-Left Hand (i.e., slicing, chopping, and grating foods)	3	F			
20 Pushing and Pulling-Right Hand (i.e., gathering ingredients and utensils; checking inventory, receiving, rotating and replenishing stock and supplies; moving carts)	2,3,4,7,8,9,11	F			
21 Pushing and Pulling-Left Hand (i.e., gathering ingredients and utensils; checking inventory, receiving, rotating and replenishing stock and supplies; moving carts)	2,3,4,7,8,9,11,12	F			
22 Reaching-Above shoulder level (i.e., gathering ingredients and utensils; stirring, large amounts of food; placing/removing food items from oven; checking inventory, rotating and replenishing stock and supplies)	2,4,8,9,11	F			
23 Reaching-Below shoulder level (i.e., gathering ingredients and utensils; stirring, mixing and turning food items; placing/removing food items from oven, steam table; checking inventory, rotating and replenishing stock and supplies)	2,3,4,7,8,9,11	F			
24 Lifting up to 10 lbs. (i.e., utensils; pans; one # 10 can of tomatoes, pineapple, peppers, etc.; tube of frozen ground meat)	2,3,4,7,8,9,11,12	F			
25 Lifting 11-25 lbs. (i.e., cases of uncooked pasta; packages of coleslaw; stock pots; case of frozen tortillas)	2,3,4,8,9,11	F			
26 Lifting 26-50 lbs. (i.e., bag of pinto beans, flour, sugar, rice, potato flakes, potato slices, onions; case of cornflakes; cases of # 10 cans; case of peanut butter packets; 5 gallon bucket of apple jelly; box of oranges or apples; frozen turkey; tray of sandwiches; trays of food; bags of trash)	2,3,4,11,12	O			
27 Lifting 51-75 lbs. (i.e., 5 gallon bucket of cleaning solution)	8,9,11	O			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs. (i.e., utensils; pans; one # 10 can of tomatoes, pineapple, peppers, etc.; tube of frozen ground meat)	2,3,4,7,8,9,11,12	F			
31 Carrying 11-25 lbs. (i.e., cases of uncooked pasta; packages of coleslaw; stock pots; case of frozen tortillas)	2,3,4,8,9,11,12	F			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
32 Carrying 26-50 lbs. (i.e., bag of pinto beans, flour, sugar, rice, potato flakes, potato slices, onions; case of cornflakes; cases of # 10 cans; case of peanut butter packets; 5 gallon bucket of apple jelly; box of oranges or apples; frozen turkey; tray of sandwiches; trays of food; bags of trash)	2,3,4,11	O			
33 Carrying 51-75 lbs. (i.e., 5 gallon bucket of cleaning solution)	8,9,11	O			
34 Carrying 76-100 lbs.	N/A	N			

**PART 3: SENSORY REQUIREMENTS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected (i.e., using computer; supervising inmates in performance of preparation, cooking, and service of food, kitchen sanitation and clean up; gathering ingredients and utensils; checking inventory, rotating and replenishing stock and supplies; delivering food for special events; observing food for doneness)	2,3,4,5,6,7,8,9,10,11,12,13	C			
2 Functional color vision, normal or corrected (i.e., ensuring freshness of ingredients; observing food for doneness)	2,4,11	O			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected (i.e., supervising inmates in performance of preparation, cook and service of food, kitchen sanitation and clean up, washing dishes; communicating with departmental staff, food service contract staff, Correctional Deputies)	2,3,7,8,9,12	C			
5 A sense of smell or taste (i.e., observing and testing foods for doneness)	4	F			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	F			
3 Required to sustain concentration	F			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	C			
2 Organize own work	F			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	F			
5 Required to train and/or lead other staff	F			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	N			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	O			
2 Attention divided by issues requiring multi-tasking	C			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	O			
6 Possible legal ramifications associated with work activities or work product	C			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	C			
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	F			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	C			
2 Work Outside – take out recycling	O			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees) - Freezer	O			
5 Excessive Noise (must raise voice to be heard)	F			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	N			
10 Grease, oils	F			
11 Acidic, Caustic Solutions	O			
12 Pesticides	N			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	F			
15 Other Chemicals (e.g. drugs and other contraband)	N			
16 Human Blood, Body Tissues, or Fluids	N			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	N			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	N			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces	F			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	F			
28 Proximity to moving vehicles or objects	O			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
30 Contact with water, other liquids, humid conditions - not weather related	F			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	C			
33 Operates non-commercial motor vehicles (cars, trucks)	N			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:	N			



**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:**

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam	X		
5 Respirator Questionnaire – Short	X	X	Annual
6 Respirator Questionnaire – Standard	X	X	Annual
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test	X		
12 Vaccine: MMR			
13 Vaccine: Hepatitis B		X	Offered: One-time, 3 shot series
14 Vaccine: Influenza		X	Offered: Annual
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

**PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.**

**North County Detention Facility- NCDF**



**Powdered Sugar and Oats- 50 lbs.  
From 12" to 48"**



**Emergency Water- 25 lbs.**



**Area to empty mop bucket-  
no overhead lighting available**



**Dry Storage- Bread trays-up 80"  
Corn Flakes- 33lbs from 12" to 90"  
Pinto Beans- 50 lbs. from 12" to 64"  
Apple Jelly- 45 lbs. bucket with  
no handle, From 12 to 44"**



**Cleaning Supplies and Solutions  
Oasis 115 XP floor cleaner- 21 lbs.,  
up to 40"**



**Cleaning Supplies and Solutions  
Various Solutions- 21 lbs. up to 40"**



**Sanitation Sink**



**Dish Washer;  
Cart of meal trays**



**Reach in refrigerators on each  
Side of aisle**



**Reach in Freezer; Supply Cart**



**Stove Top**





**Prep Area**



**Tilting Kettles and Ovens**



**Baking Prep Area; Mixers**



**Dry Storage-** Dry ingredients in white rolling bins;  
Case of #10 can crushed tomatoes- 44 lbs.,  
From 12" to 64"



**Delivery from Food Service**



**Dry Storage- Nitrile Gloves- 15lbs.**



**Case of Peanut Butter Packets- 35 lbs.  
From 12" to 48"**



**Lunch Tray (sandwich, cookies, juice packet) - 35 lbs.**



**Cart for lunches- 48 inches high**



**Lunch items- from 6 to 48 inches**



**Cleaning Solutions- Various  
2.5 Gallon- 21 lbs. up to 36"**

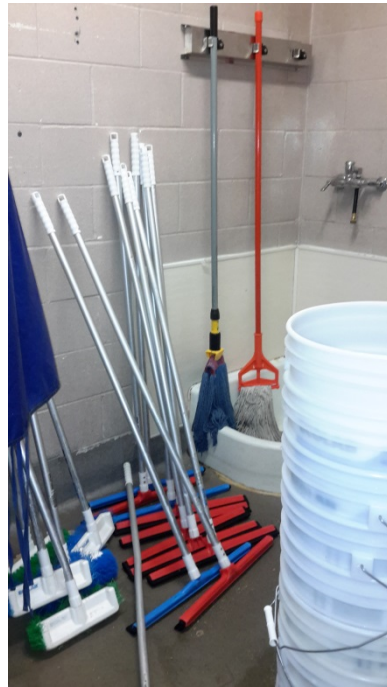


**Cleaning Supplies- Various  
Lime Away- 1 gallon- 8 lbs.  
Solid Power XL- Case of 4, 36 lbs.  
Up to 54"**





**Non-Slip Shoes for inmates;  
Cleaning Solutions- 5 gallon, 55 lbs.  
Up to 32"**



**Janitor Closet, Cleaning Supplies**



**Dish Room**



**Dish Washer**



**Meal Cart- Lunch Prep**



**Deep Fryer, Stove Top, Grill, Ovens**



**Steamer, Steam Kettles, Ovens**



**Tilting Steam Kettles**



**Pot Storage above Hand Washing Sink**



**Staff Reach in Refrigerator in Break/Lunch Room**



**Staff Break/Lunch Room**





**Packs of Baby Carrots- 20 lbs.  
From 12" to 72"**



**Broccoli Cuts- 20 lbs.  
From 12" to 72"**



**Variety of food items in refrigerator**



**Various items in Refrigerator**



**Food prepared for future meals**



**Bologna- 10 lbs. each tube**



**Ground Chicken- 10lbs. each tube**



**Janitor Closet- Cleaning solutions- 21 lbs., from floor to 40"**



**Refrigerator- Lettuce – 20 lbs.  
15 Dozen eggs- 25 lbs. up to 48"**



**Ovens, Tilting Kettles**



**Baking Area- Racks of bread along back wall; Dry goods  
In rolling white bins; 2 mixers**





**Cold Storage- Boxes of Lettuce or Cabbage- 20 lbs. up to 72"**



**Cases of Apples and Oranges- 40lbs.**



**Dry Storage- Pinto Beans, Rice, flour, sugar, corn meal- 50 lbs. Canned Fruit – 43 lbs. up to 72"**