

Job Demands Analysis – Kitchen Program Assistant (Community Services)

Purpose

The Kitchen Program Assistant working for the City of Vancouver's Community Services Group is responsible for the following:

- plans menus for, prepares, cooks, serves and costs out a variety of food and meals;
- participates in scheduling, training and overseeing the use of kitchen facilities and other second floor space by part-time staff and volunteers; and
- assists in managing the operation of the kitchen and related educational programs.

Essential Duties

The Kitchen Program Assistant has four essential duties:

- Duty #1 Oversee the kitchen and storage areas
- Duty #2 Office-related duties
- Duty #3 Baking
- Duty #4 Start-up and Breakfast Preparation

Description of Non-essential Tasks

The Kitchen Program Assistant may be required to perform other work tasks on an occasional basis. Examples of the tasks that may be performed are:

- Relieve staff for breaks.
- Assist in preparation of food if not completed by other staff and volunteers in a timely manner.

Summary of Demands

	Sedentary	Light	Medium	Heavy	Very Heavy	Comments
Physical				✓		Based on strength requirements
Cognitive				✓		Works with minimum supervision; ability to interact appropriately with volunteers and patrons

Workers require **physical endurance** due to manual material handling tasks (i. e., for between 34-66 % of their shift).

Shift Structure

The Kitchen Program Assistant works on Wednesday through Saturday from 7:00 am to 4:00 pm. The Food Service Coordinator is allowed a 40 minute lunch break and two 10-minute rest breaks.

Frequency Rating Definitions

The frequency rating definitions used in the Summary Table are from the Dictionary of Occupational Titles (DOT, 1991, 4th edition) published by the US Department of Labor. A similar classification is used for each Essential Duty, but the percentages are changed to reflect % of Duty rather than % of shift.

	Time per Day	Percentage of Shift
Never	0 minutes	0 %
Rare	0 - 5 minutes	0-1 %
Infrequent	6 - 25 minutes	2-5 %
Occasional	26 minutes – 2.5 hours	6-33 %
Frequent	2.6 - 5.25 hours	34-66 %
Constant	5.26 - 8 hours	67-100 %

STRENGTH	
Strength Category	Weight Handled
1. Limited	Up to 5 kg.
2. Light	5 kg. to 10 kg.
3. Medium	10 kg. to 20 kg.
4. Heavy	>20 kg

Job Demands Analysis – Kitchen Program Assistant: Summary Table

a. Physical Demands		Frequency During Shift					Weight		Comments	
		Never	Rare	Infrequent	Occasional	Frequent	Constant	Usual (kg)		Max (kg)
Strength	Lifting – Floor to Knuckle					✓		10	33	Lifting as required, e.g. bags, pails, cases and tray packs; mixing bowl when baking; bus pan of potatoes
	Lifting – Knuckle to Waist					✓		10	33	Lifting as required, e.g. bags, pails, cases and tray packs; boxes of paper / cash register receipts; mixing bowl and baking pans when baking; dirty dishes; load water coolers onto cart
	Lifting – Over Shoulder					✓		10	33	Lifting as required, e.g. bags, pails, cases and tray packs; baking pans when baking
	Carrying – with Handles					✓		10	33	Carrying as required. Note: Almost all heavy cases come with handles.
	Carrying – without Handles					✓		10	33	Carrying as required, e.g. bags, pails, cases and tray packs; baking pans when baking
	Pushing – Upper Extremity			✓						Pushing baking pans into oven / rack
	Pushing – Hips/Legs assist				✓			<1	<1	Carts (2-3 trips per order); cart with potatoes (for breakfast prep)
	Pulling – Upper Extremity			✓						Pulling baking pans out of oven / rack
	Pulling – Hip/Leg Assist				✓					Carts (2-3 trips per order); cart with potatoes (for breakfast prep)

Job Demands Analysis – Kitchen Program Assistant: Summary Table (continued)

a. Physical Demands (continued)		Frequency During Shift						Comments
		N	R	I	O	F	C	
Mobility	Reach - Shoulder or Above				✓			Reaching for items in overhead shelves; reaching for baking pans in baking rack; reaching for dish racks / function boards; handle on dishwasher
	Reach - Below Shoulder					✓		
	Handling						✓	
	Fine finger movements					✓		Operate controls on kitchen equipment; phone; scales; computer; calculator; finish edges of pastries; use hands to form bread loaves; dribble toppings on muffins; handle seasoning / teaspoons
	Neck - Static Flexion					✓		Looking for items while stocking and putting together orders; depends on monitor height (if too low); preparing food
	Neck – Static Neutral				✓			Depends on monitor height
	Neck – Static Extension				✓			Depends on monitor height (if too high)
	Neck – Rotation				✓			
	Throwing		✓					Toss garbage
	Sitting				✓			Office chair; while reviewing log book
	Standing					✓		Anti-fatigue matting at dishwashing area
	Walking					✓		
	Running/Jumping		✓					Responding to incidents / alarms
	Climbing		✓					Using 2-step ladder to reach for overhead items; taking paperwork upstairs
	Bending/Stooping				✓			Handling items in storage; reaching for baking pans in baking rack; reaching for bowl in mixer
	Crouching			✓				Handling items in storage
	Kneeling		✓					Handling items in storage
	Crawling		✓					To see underneath dishwasher
	Twisting				✓			While handling items in storage due to congested area
	Balancing		✓					Step ladder
Travelling	✓							

Job Demands Analysis – Kitchen Program Assistant: Summary Table (continued)

a. Physical Demands (continued)		Frequency During Shift						Comments
		N	R	I	O	F	C	
Sensory / Perception	Hear/Conversations						✓	Interact with colleagues, volunteers and patrons
	Hear/Other Sounds						✓	
	Vision/Far						✓	To see safety hazards (e.g. unbalanced pots on high shelves)
	Vision/Near						✓	
	Vision/Colour						✓	Ensure food is fresh, safe, fully cooked and aesthetically pleasing
	Vision/Depth						✓	
	Perception/Spatial						✓	
	Perception/Form						✓	
	Feeling						✓	For safety reasons
	Speech						✓	Interact with colleagues, volunteers and patrons
Work Environment	Inside Work						✓	
	Outside Work				✓			To receive deliveries
	Slippery			✓				If spills in kitchen; during inclement weather
	Congested worksite				✓			If too many people in kitchen; storage areas
	Chemical Irritants		✓					Dishwasher cleaner
	Confined Space Entry	✓						
	Vapour Fumes				✓			Due to windows being open, exposure to exhaust / traffic fumes and smoke (from smoking cigarettes / drugs) outside
	Noise						✓	People; kitchen equipment; ambient noise; traffic noise
	Proximity to moving objects		✓					
	Hazardous Machines			✓				Meat slicer; mixer
	Electrical hazard			✓				Kitchen equipment; outlets
	Hazardous objects			✓				Knives in kitchen area
	Radiant/Thermal Energy			✓				Hot surfaces in kitchen (oven); using hot water to wash hands
	Hot/Cold						✓	Constant during inclement weather; walk-in cooler (+40° F); walk-in freezer (-20° F); work around 2 sliding door fridges / sandwich cooler / ovens
	Humid						✓	Constant during inclement weather; working near Rational oven; steam from kettles
	Environmental Dust				✓			Pollutants
	Organic Substances	✓						
	Medical Waste	✓						
	Blood Products		✓					
	Lighting – Direct						✓	Natural light outdoors
Lighting – Indirect						✓		
Vibration – Whole Body	✓							
Vibration – Hand/Arm	✓							

Job Demands Analysis – Kitchen Program Assistant: Summary Table (continued)

b. Cognitive and Psychosocial Demands	Frequency During Shift			Comments
	Never / Rare	Infrequent / Occasional	Frequent / Constant	
Degree of Supervision		✓		
Time Pressure			✓	
Attention to Detail			✓	
Memory Requirements			✓	
Interact with co-workers			✓	
Interact with public			✓	
Work Alone		✓		Work alone or with volunteers
Reading			✓	Labels on boxes; computer; log; function forms on kitchen wall; recipes
Writing			✓	Putting together orders; labelling boxes (for cooks, for meals); notes for other staff; note temperature of equipment
Irregular Hours	✓			If need to come early to prepare food for early morning events
Operating Equipment		✓		Kitchen equipment; calculator; computer

Physical Environment

Majority of the work takes place at indoor community centres. The Kitchen Program Assistant has to go outside when receiving orders. The facility is also equipped with three storerooms (two on the 2nd floor, one on the 1st floor), walk-in cooler and walk-in freezer.

Staffing Levels

The Kitchen Program Assistant usually works alone. Note: From 7:00 am – 9:00 am, the Kitchen Program Assistant is completely alone at the facility.

Tools and Equipment Used

The Kitchen Program Assistant uses a variety of equipment and tools including computers, calculators, cash registers, kitchen equipment, and carts.

Other Equipment

Not applicable.

Data Collection

An ergonomics consultant from WorkWell Consulting (Ms. Farzana Ismail) conducted the JDA assessment on October 15th 2008. One Kitchen Program Assistant was interviewed and observed performing the job.

Contact for the on-site assessment

Catriona Moore was the management contact for the on-site assessment.

Description of Essential Duties

This section describes the work tasks that comprise the 4 essential duties of the job.

Tables 1 - 4 (located at the end of this report) provide the physical, cognitive and psychosocial demands for performing each of the essential duties. Appendix A provides illustrations of the four essential duties.

Essential Duty 1: Oversee the kitchen and storage areas

Overseeing the kitchen areas includes the following tasks:

- i) Ensure adequate supply of small utensils (Duty 1, Task 1) – done daily
- ii) Contact service personnel for equipment repairs / maintenance (Duty 1, Task 2) – as required
- iii) Conduct minor repairs on kitchen equipment, e.g. can opener, leak in pipe, conventional oven (Duty 1, Task 3) – as required (approximately once every two months). This may involve ordering of parts.

Overseeing the storages areas involves the following tasks:

- i) Restocking (Duty 1, Task 4)
- ii) Ordering (replenish as required) (Duty 1, Task 5) – usually on Sundays
- iii) Receiving orders (Duty 1, Task 6) - usually on Mondays or Tuesdays. This may require 2-3 trips downstairs.

Essential Duty 2: Office-related duties

Duty 2 involves the following tasks:

- i) Processing paperwork (Duty 2, Task 1)
- ii) Provide support to patrons and volunteers as required (Duty 2, Task 2)
- iii) Handle logistics pertaining to food requirements for programs and events (Duty 2, Task 3). December and January months are the busiest months for this task.
- iv) Meet with outside community groups and provide suggestions for meals at events (Duty 2, Task 4) – approximately, once per week.

Essential Duty 3: Baking

Performs baking duties during scheduled times.

Essential Duty 4: Start-up and Breakfast Preparation

Duty 4 involves the following tasks:

- i) Floor inspection (Duty 4, Task 1)
- ii) Unlock cabinets, cupboards and equipment (Duty 4, Task 2)
- iii) Check temperature on equipment and ensuring they are running properly (Duty 4, Task 3)
- iv) Turn on gas stove (Duty 4, Task 4)
- v) Open concession and stock (Duty 4, Task 5) – as required
- vi) Prepare potatoes, eggs and fruit salad (Duty 4, Task 6)
- vii) Load dishwasher (Duty 4, Task 7) – as required
- viii) Update staff on daily duties (Duty 4, Task 8)

Table 1: Essential Duty 1 – Oversee the kitchen and storage areas

a. Physical Demands		Frequency During Task					Weight		Comments	
		Never	Rare	Infrequent	Occasional	Frequent	Constant	Usual (kg)		Max (kg)
Strength	Lifting – Floor to Knuckle				✓			20	33	Lifting as required, e.g. bag of flour (20 kg), cases of celery (20 kg) / potatoes (23 kg) / carrots (23 kg) / onions (23 kg) / meat (20-33 kg); tray packs of juice / pop; items in storage stored at 0-90” ht.
	Lifting – Knuckle to Waist				✓			20	33	Lifting as required, e.g. bag of flour (20 kg), cases of celery (20 kg) / meat (20-33 kg); tray packs of juice / pop; items in storage stored at 0-90” ht.
	Lifting – Over Shoulder				✓			20	33	Lifting as required, e.g. bag of flour (20 kg), cases of celery (20 kg) / meat (20-33 kg); tray packs of juice / pop; items in storage stored at 0-90” ht.
	Carrying – with Handles				✓			20	33	Carrying as required. Note: Almost all heavy cases come with handles.
	Carrying – without Handles				✓			20	33	Carrying as required, e.g. bag of flour (20 kg)
	Pushing – Upper Extremity		✓							
	Pushing – Hips/Legs assist				✓			<1	<1	Carts (2-3 trips per order)
	Pulling – Upper Extremity		✓							
	Pulling – Hip/Leg Assist				✓					Carts (2-3 trips per order)
Mobility	Reach - Shoulder or Above				✓					Items in storage stored at 0-90” ht.
	Reach - Below Shoulder					✓				
	Handling								✓	
	Fine finger movements				✓					Operate controls on equipment; phone; scales
	Neck - Static Flexion				✓					Looking for items while stocking; checking for items when putting together orders
	Neck – Static Neutral		✓							
	Neck – Static Extension			✓						
	Neck – Rotation				✓					Putting together order
	Throwing		✓							Toss garbage
	Sitting	✓								
	Standing					✓				
	Walking					✓				
	Running/Jumping		✓							Responding to incidents / alarms
Climbing		✓							Using 2-step ladder to reach for overhead	

						items - hts. of steps - 10", 20"
Bending/Stooping				✓		Handling items in storage - items in storage stored at 0-90" ht.
Crouching			✓			Handling items in storage - items in storage stored at 0-90" ht.
Kneeling		✓				Handling items in storage - items in storage stored at 0-90" ht.
Crawling		✓				To see underneath dishwasher
Twisting				✓		While handling items in storage due to congested area
Balancing		✓				Step ladder
Travelling	✓					

Frequency Rating Definition for % of Task

The definitions for frequency ratings are contained at the end of the Table (page 13).

Table 1: Essential Duty 1 – Oversee the kitchen and storage areas (continued)

a. Physical Demands (continued)		Frequency During Task						Comments
		N	R	I	O	F	C	
Sensory / Perception	Hear/Conversations						✓	
	Hear/Other Sounds						✓	
	Vision/Far	✓						
	Vision/Near						✓	
	Vision/Colour						✓	Ensure food is fresh, safe and aesthetically pleasing
	Vision/Depth						✓	
	Perception/Spatial						✓	
	Perception/Form						✓	
	Feeling						✓	For safety reasons
	Speech						✓	
Work Environment	Inside Work						✓	
	Outside Work				✓			To receive deliveries
	Slippery			✓				If spills in kitchen; during inclement weather
	Congested worksite				✓			If too many people in kitchen; storage areas
	Chemical Irritants		✓					Dishwasher cleaner
	Confined Space Entry	✓						
	Vapour Fumes				✓			Due to windows being open, exposure to exhaust / traffic fumes and smoke (from smoking cigarettes / drugs) outside
	Noise						✓	People; kitchen equipment
	Proximity to moving objects		✓					
	Hazardous Machines			✓				Meat slicer; mixer
	Electrical hazard			✓				Kitchen equipment
	Hazardous objects			✓				Knives in kitchen area
	Radiant/Thermal Energy			✓				Hot surfaces in kitchen
	Hot/Cold						✓	Constant during inclement weather (especially summer months due to hot weather and use of ovens in kitchen); walk-in cooler (+40° F); walk-in freezer (-20° F); work around 2 sliding door fridges / sandwich cooler
	Humid						✓	Constant during inclement weather; working near Rational oven; steam from kettles
	Environmental Dust				✓			Pollutants
	Organic Substances	✓						
	Medical Waste	✓						
Blood Products		✓						
Lighting – Direct						✓	Natural light outdoors	
Lighting – Indirect						✓		
Vibration – Whole Body	✓							
Vibration – Hand/Arm	✓							

Table 1: Essential Duty 1 – Oversee the kitchen and storage areas (continued)

b. Cognitive and Psychosocial Demands	Frequency During Task			Comments
	Never / Rare	Infrequent / Occasional	Frequent / Constant	
Degree of Supervision	✓			
Time Pressure			✓	
Attention to Detail			✓	
Memory Requirements			✓	
Interact with co-workers			✓	
Interact with public			✓	
Work Alone			✓	
Reading			✓	Labels on boxes
Writing			✓	Putting together orders; labelling boxes (for cooks, for meals)
Irregular Hours	✓			
Operating Equipment		✓		Kitchen equipment

Frequency Rating Definitions for % of Task

The frequency rating definitions are from the Dictionary of Occupational Titles (DOT, 1991, 4th edition) published by the US Department of Labor.

	Percentage of Task
Never	0 %
Rare	0-1 %
Infrequent	2-5 %
Occasional	6-33 %
Frequent	34-66 %
Constant	67-100 %

STRENGTH	
Strength Category	Weight Handled
1. Limited	Up to 5 kg.
2. Light	5 kg. to 10 kg.
3. Medium	10 kg. to 20 kg.
4. Heavy	>20 kg

Table 2: Essential Duty 2 – Office-related duties

a. Physical Demands		Frequency During Duty					Weight		Comments
		Never	Rare	Infrequent	Occasional	Frequent	Constant	Usual (kg)	
Strength	Lifting – Floor to Knuckle	✓							
	Lifting – Knuckle to Waist		✓					5	Boxes of paper or cash register receipts
	Lifting – Over Shoulder	✓							
	Carrying – with Handles		✓					5	Carry boxes of paper or cash register receipts to archives
	Carrying – without Handles	✓							
	Pushing – Upper Extremity	✓							
	Pushing – Hips/Legs assist	✓							
	Pulling – Upper Extremity	✓							
	Pulling – Hip/Leg Assist	✓							
Mobility	Reach - Shoulder or Above	✓							
	Reach - Below Shoulder						✓		
	Handling				✓				
	Fine finger movements						✓		Computer, phone, calculator
	Neck – Static Flexion						✓		Depends on monitor height (if set too low). Note: LCD mounted on ht. adjustable arm.
	Neck – Static Neutral						✓		Depends on monitor height (if acceptable). Note: LCD mounted on ht. adjustable arm.
	Neck – Static Extension						✓		Depends on monitor height (if see too high). Note: LCD mounted on ht. adjustable arm.
	Neck – Rotation				✓				
	Throwing	✓							
	Sitting						✓		Office chair - adjustable features include seat height, seat tilt & backrest height
	Standing			✓					While taking calls
	Walking				✓				
	Running/Jumping	✓							
	Climbing			✓					Taking paperwork upstairs
	Bending/Stooping		✓						Reaching for items in bottom drawers
	Crouching	✓							
	Kneeling	✓							
	Crawling	✓							
	Twisting	✓							
	Balancing	✓							
Travelling	✓								

Frequency Rating Definition for % of Task

The definitions for frequency ratings are contained at the end of the Table (page 16).

Table 2: Essential Duty 2 – Office-related duties (continued)

a. Physical Demands (continued)		Frequency During Duty						Comments
		N	R	I	O	F	C	
Sensory / Perception	Hear/Conversations						✓	Interact with colleagues, volunteers and patrons
	Hear/Other Sounds						✓	
	Vision/Far	✓						
	Vision/Near						✓	
	Vision/Colour	✓						
	Vision/Depth	✓						
	Perception/Spatial	✓						
	Perception/Form	✓						
	Feeling	✓						
	Speech						✓	Interact with colleagues, volunteers and patrons
Work Environment	Inside Work						✓	
	Outside Work	✓						
	Slippery	✓						
	Congested worksite	✓						
	Chemical Irritants	✓						
	Confined Space Entry	✓						
	Vapour Fumes	✓						
	Noise						✓	Ambient noise
	Proximity to moving objects	✓						
	Hazardous Machines	✓						
	Electrical hazard	✓						
	Sharp Tools	✓						
	Radiant/Thermal Energy	✓						
	Hot/Cold				✓			Constant during inclement weather ; cold when cooler is open
	Humid	✓						
	Environmental Dust	✓						
	Organic Substances	✓						
	Medical Waste	✓						
	Blood Products	✓						
	Lighting – Direct						✓	Natural light outdoors
Lighting – Indirect						✓		
Vibration – Whole Body	✓							
Vibration – Hand/Arm	✓							

Table 2: Essential Duty 2 – Office-related duties (continued)

b. Cognitive and Psychosocial Demands	Frequency During Duty			Comments
	Never / Rare	Infrequent / Occasional	Frequent / Constant	
Degree of Supervision	✓			
Time Pressure			✓	
Attention to Detail			✓	
Memory Requirements			✓	
Interact with co-workers			✓	
Interact with public			✓	
Work Alone			✓	
Reading			✓	Computer
Writing			✓	
Irregular Hours	✓			
Operating Equipment			✓	Computer; calculator

Frequency Rating Definitions for % of Duty

The frequency rating definitions are from the Dictionary of Occupational Titles (DOT, 1991, 4th edition) published by the US Department of Labor.

	Percentage of Duty
Never	0 %
Rare	0-1 %
Infrequent	2-5 %
Occasional	6-33 %
Frequent	34-66 %
Constant	67-100 %

STRENGTH	
Strength Category	Weight Handled
1. Limited	Up to 5 kg.
2. Light	5 kg. to 10 kg.
3. Medium	10 kg. to 20 kg.
4. Heavy	>20 kg

Table 3: Essential Duty 3 – Baking

a. Physical Demands		Frequency During Duty					Weight		Comments	
		Never	Rare	Infrequent	Occasional	Frequent	Constant	Usual (kg)		Max (kg)
Strength	Lifting – Floor to Knuckle					✓		10	20	Bags of flour (20 kg); one-handed lifting of pails of honey (15 kg), peanut butter (10 kg) and sugar (10 kg) - pails and containers are placed on bench at the end of shift (floor is cleared for cleaning staff); mixing bowl from mixer (~15 kg)
	Lifting – Knuckle to Waist					✓		10	15	Bowl off mixer onto bench; one-handed lifting of pails of honey (15 kg), peanut butter (10 kg) and sugar (10 kg) - pails and containers are placed on floor at the beginning of shift; transfer baking pans into oven and walk-in cooler (3-15 kg)
	Lifting – Over Shoulder					✓		3	15	Transfer baking pans onto rack for cool down (3-15 kg)
	Carrying – with Handles					✓		10	20	One-handed carrying of pails of honey (15 kg), peanut butter (10 kg) and sugar (10 kg); mixing bowl from mixer (~15 kg)
	Carrying – without Handles					✓		3	20	Baking pans (3-15 kg); bags of flour (20 kg)
	Pushing – Upper Extremity				✓					Pushing of baking pans into oven / rack
	Pushing – Hips/Legs assist	✓								
	Pulling – Upper Extremity				✓					Pulling of baking pans out of oven / rack
	Pulling – Hip/Leg Assist	✓								
Mobility	Reach - Shoulder or Above				✓					Reaching for items in overhead shelf (ht. 62"); reaching for baking pans in baking rack (ht. 8-63")
	Reach - Below Shoulder					✓				
	Handling					✓				
	Fine finger movements					✓				Finish edges of pastries; use hands to form bread loaves; dribble toppings on muffins
	Neck - Static Flexion					✓				
	Neck – Static Neutral	✓								
	Neck – Static Extension	✓								
	Neck – Rotation				✓					
	Throwing	✓								
	Sitting	✓								

Standing					✓		
Walking					✓		
Running/Jumping	✓						
Climbing	✓						
Bending/Stooping				✓			Reaching for baking pans in baking rack (ht. 8-63"); reaching for bowl in mixer (ht. of handle - 20")
Crouching	✓						
Kneeling	✓						
Crawling	✓						
Twisting			✓				
Balancing	✓						
Travelling	✓						

Frequency Rating Definition for % of Task

The definitions for frequency ratings are contained at the end of the Table (page 20).

Table 3: Essential Duty 3 – Baking (continued)

a. Physical Demands (continued)		Frequency During Task						Comments
		N	R	I	O	F	C	
Sensory / Perception	Hear/Conversations			✓				
	Hear/Other Sounds						✓	
	Vision/Far	✓						
	Vision/Near						✓	
	Vision/Colour						✓	To test for doneness
	Vision/Depth						✓	
	Perception/Spatial						✓	
	Perception/Form						✓	
	Feeling						✓	
	Speech			✓				Converse with cooks to determine when ovens are available
Work Environment	Inside Work						✓	
	Outside Work	✓						
	Slippery		✓					
	Congested worksite						✓	
	Chemical Irritants	✓						
	Confined Space Entry	✓						
	Vapour Fumes	✓						
	Noise						✓	
	Proximity to moving objects	✓						
	Hazardous Machines						✓	Mixer
	Electrical hazard			✓				Kitchen equipment
	Hazardous objects			✓				Knives in kitchen area
	Radiant/Thermal Energy						✓	Constant use of ovens; using hot water to wash hands
	Hot/Cold						✓	Hot when working around ovens; going into cooler to get ingredients
	Humid						✓	
	Environmental Dust						✓	If windows open
	Organic Substances	✓						
	Medical Waste	✓						
Blood Products	✓							
Lighting – Direct						✓	Natural light outdoors	
Lighting – Indirect						✓		
Vibration – Whole Body	✓							
Vibration – Hand/Arm	✓							

Table 3: Essential Duty 3 – Baking (continued)

b. Cognitive and Psychosocial Demands	Frequency During Task			Comments
	Never / Rare	Infrequent / Occasional	Frequent / Constant	
Degree of Supervision	✓			
Time Pressure			✓	
Attention to Detail			✓	
Memory Requirements			✓	
Interact with co-workers			✓	
Interact with public			✓	
Work Alone			✓	
Reading			✓	
Writing			✓	
Irregular Hours	✓			
Operating Equipment			✓	Mixer; ovens; food processor; dishwasher

Frequency Rating Definitions for % of Task

The frequency rating definitions are from the Dictionary of Occupational Titles (DOT, 1991, 4th edition) published by the US Department of Labor.

	Percentage of Task
Never	0 %
Rare	0-1 %
Infrequent	2-5 %
Occasional	6-33 %
Frequent	34-66 %
Constant	67-100 %

STRENGTH	
Strength Category	Weight Handled
1. Limited	Up to 5 kg.
2. Light	5 kg. to 10 kg.
3. Medium	10 kg. to 20 kg.
4. Heavy	>20 kg

Table 4: Essential Duty 4 – Start-up and Breakfast Preparation

b. Physical Demands		Frequency During Duty					Weight		Comments	
		Never	Rare	Infrequent	Occasional	Frequent	Constant	Usual (kg)		Max (kg)
Strength	Lifting – Floor to Knuckle			✓				9	12	Bus pan of potatoes (~9-12 kg)
	Lifting – Knuckle to Waist			✓				12	20	Dirty dishes (~12 kg); load water cooler onto cart (~15-20 kg)
	Lifting – Over Shoulder	✓								
	Carrying – with Handles	✓								
	Carrying – without Handles	✓								
	Pushing – Upper Extremity	✓								
	Pushing – Hips/Legs assist			✓				<1	<1	Cart with potatoes
	Pulling – Upper Extremity	✓								
	Pulling – Hip/Leg Assist			✓				<1	<1	Cart with potatoes
Mobility	Reach - Shoulder or Above			✓				Reaching for items overhead (green onions, spices, seasoning, garlic); reach for empty dish racks / function boards; reach for handle on dishwasher		
	Reach - Below Shoulder						✓			
	Handling						✓			
	Fine finger movements					✓		Seasoning; teaspoons; buttons; controls on equipment, steam table, food processor, mixer, meat slicer, hot chocolate and coffee machines		
	Neck - Static Flexion				✓			Preparing food		
	Neck – Static Neutral	✓								
	Neck – Static Extension	✓								
	Neck – Rotation						✓			
	Throwing	✓								
	Sitting			✓				Review log book		
	Standing					✓		Anti-fatigue matting at dishwashing area		
	Walking					✓				
	Running/Jumping	✓								
	Climbing	✓								
	Bending/Stooping				✓					
	Crouching	✓								
	Kneeling	✓								
	Crawling	✓								
Twisting				✓			To retrieve items in cooler / fridge / storage			
Balancing		✓					Using 2-step ladder			
Travelling	✓									

Frequency Rating Definition for % of Task

The definitions for frequency ratings are contained at the end of the Table (page 23).

Table 4: Essential Duty 4 – Start-up and Breakfast Preparation (continued)

c. Physical Demands (continued)		Frequency During Task						Comments
		N	R	I	O	F	C	
Sensory / Perception	Hear/Conversations						✓	Patrons, co-workers
	Hear/Other Sounds						✓	
	Vision/Far						✓	To see safety hazards (e.g. unbalanced pots on high shelves)
	Vision/Near						✓	
	Vision/Colour						✓	
	Vision/Depth						✓	
	Perception/Spatial						✓	
	Perception/Form						✓	
	Feeling						✓	
	Speech						✓	Patrons, co-workers
Work Environment	Inside Work						✓	
	Outside Work	✓						
	Slippery	✓						
	Congested worksite	✓						
	Chemical Irritants	✓						
	Confined Space Entry	✓						
	Vapour Fumes	✓						
	Noise						✓	Traffic noise (sirens)
	Proximity to moving objects	✓						
	Hazardous Machines						✓	Mixer, meat slicer
	Electrical hazard			✓				Kitchen equipment, outlets
	Hazardous objects			✓				Knives in kitchen area
	Radiant/Thermal Energy						✓	
	Hot/Cold						✓	Constant during inclement weather
	Humid						✓	Constant during inclement weather
	Environmental Dust	✓						
	Organic Substances	✓						
	Medical Waste	✓						
	Blood Products	✓						
	Lighting – Direct						✓	Natural light outdoors
Lighting – Indirect						✓		
Vibration – Whole Body	✓							
Vibration – Hand/Arm	✓							

Table 4: Essential Duty 4 – Start-up and Breakfast Preparation (continued)

d. Cognitive and Psychosocial Demands	Frequency During Task			Comments
	Never / Rare	Infrequent / Occasional	Frequent / Constant	
Degree of Supervision		✓		
Time Pressure			✓	
Attention to Detail			✓	
Memory Requirements			✓	
Interact with co-workers			✓	
Interact with public			✓	
Work Alone			✓	Work alone or with volunteers
Reading		✓		Log, function forms on kitchen wall, recipes
Writing		✓		Notes for other staff, note temperature of equipment
Irregular Hours	✓			If need to come early to prepare food for early morning event
Operating Equipment			✓	Mixer, conventional oven, meat slicer, beater, food processor, dishwasher

Frequency Rating Definitions for % of Task

The frequency rating definitions are from the Dictionary of Occupational Titles (DOT, 1991, 4th edition) published by the US Department of Labor.

	Percentage of Task
Never	0 %
Rare	0-1 %
Infrequent	2-5 %
Occasional	6-33 %
Frequent	34-66 %
Constant	67-100 %

STRENGTH	
Strength Category	Weight Handled
5. Limited	Up to 5 kg.
6. Light	5 kg. to 10 kg.
7. Medium	10 kg. to 20 kg.
8. Heavy	>20 kg

Appendix A Essential Duty Illustrations

Essential Duty 1: Oversee the kitchen and storage areas



Walk-in storage (items stored at 0-90" ht.)



Walk-in cooler



Walk-in freezer



One-handed lifting of pails



2-step ladder (step hts. 10", 20")



3-level cart (handle ht. – 38",
shelf hts. – 7", 20.5", 33")



Flat bed cart (handle ht. – 37", flat bed ht. – 11.5")



Cases with handles



Tray packs of juice bottles



Case of potatoes and bags of onions

Essential Duty 2: Office-related duties



Office workstation set-up (with height-adjustable LCD)



Fixed-height keyboard / mouse tray



Filing drawers behind workstation



Office chair (adjustable features include seat height, seat tilt, backrest height)

Essential Duty 3: Baking



Baking area (bench ht. 35.5"; overhead shelf ht. 62")



Rational oven (handle ht. 45")



Baking rack (rack ht. 8-63")



Containers and pails on floor (containers have handles; pails require one-handed lifting)



Mixer (ht. of handle on bowl – 20")

Essential Duty 4: Start-up and Breakfast Preparation



Food preparation table



Function forms above sink



Water cooler storage



Load two water coolers onto cart
(~15-20 kg each)



Storage of bus pans etc.



Dishwasher



Storage of dish racks overhead



Storage of dish racks at floor level