

VITAL INFORMATION

JOB INFO	
Employer: The Twisted Pretzel	Job Title: Sandwich Builder
Location of Job:	Job Description: Preparing and assembling pocket sandwiches
Contact Person: Cindy K.	
Describe the worksite/industry (check as many as apply)	
<input type="checkbox"/> Small office (<15 ppl) <input type="checkbox"/> Retail <input type="checkbox"/> School <input type="checkbox"/> Medical <input type="checkbox"/> Large office (>15 ppl) <input checked="" type="checkbox"/> Food Service <input type="checkbox"/> Community <input type="checkbox"/> Other _____ <input type="checkbox"/> Warehouse <input type="checkbox"/> Industrial <input type="checkbox"/> Outdoors	
WORKSITE INFO	
Supervisor: Cindy K.	
Coworkers:	
Amount of <i>supervised</i> work time: 40 %	Amount of <i>independent</i> work time: 60 %
Are there other disabled employees? ● Yes ○ No ○ Unsure	
Will coworkers be supportive? ● Yes ○ No ○ Unsure	
If yes, Note individuals that might be helpful:	
Absolute DO's and DON'Ts for this worksite: wear specified attire; ask if you are unsure of something	
Work schedule: flexible -10am - 10pm	Pay schedule: weekly
Public transportation access: <input checked="" type="checkbox"/> Bus <input checked="" type="checkbox"/> Trolley <input type="checkbox"/> Train <input type="checkbox"/> Paratransit <input type="checkbox"/> NONE <input type="checkbox"/> Other	
Break schedule/policies: 30 min break for every 4 hours worked	
Vacation time policies: must be requested 2 weeks in advance	
Range of wages and benefits: \$6-8/hour, no benefits	
Hazards to avoid:	
Supports/accommodations: many accommodations exist (eg. Jigs, templates)	

ECOLOGY	
Describe the pace of the worksite.	
Very <input type="radio"/> slow	<input type="radio"/> Slow <input checked="" type="radio"/> Moderate <input type="radio"/> Fast <input type="radio"/> Very fast
Describe the social environment of the worksite.	
Very <input type="radio"/> social	<input checked="" type="radio"/> Social <input type="radio"/> Moderate <input type="radio"/> Formal <input type="radio"/> Very formal
Describe the diversity of the worksite.	
Cultural/Racial	
Very <input checked="" type="radio"/> diverse	<input type="radio"/> Some diversity <input type="radio"/> Little – no diversity
Gender	
Mostly <input type="radio"/> Female	<input checked="" type="radio"/> 50/50 <input type="radio"/> Mostly Male
ENVIRONMENT	
Rate the following environmental conditions on how frequently they occur in this job.	
	Rarely Infrequently Several times per week Several times per shift Repeatedly
Exposure to weather	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Extreme heat	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Extreme cold	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Wetness or humidity	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Work at high altitudes	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Exposure to radiation, chemicals, explosives	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Exposure to fumes	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Proximity to moving parts	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Potential for electric shock	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Intense noise	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

RATINGS & OBSERVATIONS

Task Name: COUNTPOCKETS (up to 15 characters)	This task represents <u>20</u> % of the job	Task Sequence(1-10) <u>1</u>
Task Description: Count the # of pocket sandwiches that are currently in storage to calculate how many need to be made.		
Steps to Follow: 1.Lay out counting template 2.Get bin of pockets from fridge 3.Lay one pocket in each space on template 4.Count # of empty spaces on template 5.Record # of empty spaces and the type of pocket.		
Rate this Task		
Essential Function ① ② ③ ④		Expected Occurrence ① ② ③ ④ ⑤
J80-What are the employer's quality & accuracy standards? Pocket count must be correct and properly account for the number of each type of pocket sandwich.		
J81-What are the employer's productivity standards? Keep up with demand. Pocket counting should not take more than 10 minutes each hour.		

Task Name: MAKEPOCKETS (up to 15 characters)	This task represents <u>50</u> % of the job	Task Sequence(1-10) <u>2</u>
Task Description: Use dough and other ingredients to assemble the pocket sandwiches prior to baking.		
Steps to follow: 1.Use jig to cut correct amt. of dough 2.Sprinkle cut dough w/ flour 3.Use rolling pin to roll dough into flat circle 4.Measure dough w/ 2nd jig for correct size 5.Use pizza wheel to trim dough around jig 6.Based on template, lay out correct meat/cheese slices on dough. 7.Fold dough in half. 8. Seal edges by pressing down w/ knuckles. 9.Use pizza wheel to trim dough. 10.Compare to 3 rd jig for size.		
Rate this Task		
Essential Function ① ② ③ ④		Expected Occurrence ① ② ③ ④ ⑤
J80-What are the employer's quality & accuracy standards? Use proper amounts of ingredients (as indicated by templates/jigs). All pockets should be filled according to templates and sealed securely by hand.		
J81-What are the employer's productivity standards? Keeping up with demand.		

Essential Function: ① Critical & Essential ② Essential ③ Marginal ④ Minimal **Expected Occurrence:** ① Repeatedly
② Once to several times per shift ③ Once to several times per week ④ Infrequently ⑤ Rarely/Never

RATINGS & OBSERVATIONS

Task Name: (up to 15 characters)	This task represents % of the job	Task Sequence(1-10)
Task Description:		
Steps to Follow: 1.Check counter area to determine # of pockets that need to be baked 2.Remove appropriate # of pockets from bins 3.Place pockets on racks 4. Place racks in ovens. 5.Set timer for 10 minutes 6.When timer goes off, remove pockets from oven using oven mitts. 7. Carry racks to counter area.		
Rate this Task		
Essential Function ① ② ③ ④		Expected Occurrence ① ② ③ ④ ⑤
J80-What are the employer's quality & accuracy standards? Do not bake more pockets than are needed to meet demand. Pockets should be baked for 10 minutes precisely.		
J81-What are the employer's productivity standards?		

Task Name: (up to 15 characters)	This task represents % of the job	Task Sequence(1-10)
Task Description:		
Steps to follow:		
Rate this Task		
Essential Function ① ② ③ ④		Expected Occurrence ① ② ③ ④ ⑤
J80-What are the employer's quality & accuracy standards?		
J81-What are the employer's productivity standards?		

Essential Function: ① Critical & Essential ② Essential ③ Marginal ④ Minimal **Expected Occurrence:** ① Repeatedly
② Once to several times per shift ③ Once to several times per week ④ Infrequently ⑤ Rarely/Never

ITEM	Essential Function	Expected Occurrence	LEGEND
LEARNING & PERFORMING			Essential Function: ① Critical & Essential ② Essential ③ Marginal ④ Minimal Expected Occurrence: ① Repeatedly ② Once to several times per shift ③ Once to several times per week ④ Infrequently ⑤ Rarely/Never
LEARNING TASKS			
J60-How much time do most workers require to learn this job to the employer's performance standards? (Rate how essential to learn in this time period.)	① ② ③ ④	① ② ③ ④ ⑤	
PERFORMING TASKS			
J83-What tools, materials, equipment are used on this job? (Enter Observations)	① ② ③ ④	① ② ③ ④ ⑤	
ACADEMIC DEMANDS			
J61-What are the specific functional reading/writing requirements of this job? (Enter Observations)	① ② ③ ④	① ② ③ ④ ⑤	
J62- What are the specific functional math requirements of this job? (Enter Observations)	① ② ③ ④	① ② ③ ④ ⑤	
PHYSICAL DEMANDS			
J65-Demonstrate stamina	① ② ③ ④	① ② ③ ④ ⑤	
J66-Stand	① ② ③ ④	① ② ③ ④ ⑤	
J67-Walk	① ② ③ ④	① ② ③ ④ ⑤	
J68-Sit	① ② ③ ④	① ② ③ ④ ⑤	
J69-Lift/Carry/Push/Pull	① ② ③ ④	① ② ③ ④ ⑤	
J70-Climb/Balance/Stoop/Kneel/Crouch/Crawl	① ② ③ ④	① ② ③ ④ ⑤	
J71-Reach/Handle/Finger/Feel	① ② ③ ④	① ② ③ ④ ⑤	
J72-Talk/Hear	① ② ③ ④	① ② ③ ④ ⑤	
J73-Taste/Smell	① ② ③ ④	① ② ③ ④ ⑤	
J74-Use Vision	① ② ③ ④	① ② ③ ④ ⑤	
OBSERVATIONS (use other side if necessary)			
60- 1 Week 83- Pizza wheel, assorted jigs & templates, flour shaker, oven 61- Record # and types of pockets when counting (but this can be done many different ways) 62- Count # of needed pockets. 66- employee stands for all tasks (but accommodations are possible). 67- walk between fridge, counter, and oven repeatedly throughout the day 69- lifting and carrying pocket bins (less than 5 pounds) 71- handling/fingering dough and fillings; reaching with rolling pin 73- smelling ingredients helps to ensure freshness 74- vision required to use templates (accommodations possible)			

Item	Essential Function	Expected Occurrence	LEGEND
SELF MANAGEMENT			Essential Function: ① Critical & Essential ② Essential ③ Marginal ④ Minimal Expected Occurrence: ① Repeatedly ② Once to several times per shift ③ Once to several times per week ④ Infrequently ⑤ Rarely/Never
ORGANIZATION			
J1-Carry out two or more actions at the same time	① ② ③ ④	① ② ③ ④ ⑤	
J2-Tell time & use time to regulate day	① ② ③ ④	① ② ③ ④ ⑤	
J3-Organize work materials	① ② ③ ④	① ② ③ ④ ⑤	
DECISION MAKING			
J4-Make & carry out routine & non-routine decisions	① ② ③ ④	① ② ③ ④ ⑤	
J5-Attempt different strategies when faced with obstacles	① ② ③ ④	① ② ③ ④ ⑤	
ADAPTABILITY			
J6-Interrupt and switch tasks when situation demands	① ② ③ ④	① ② ③ ④ ⑤	
J7-Maintain performance when distractions are present	① ② ③ ④	① ② ③ ④ ⑤	
J8-Work effectively under deadline stress or periods of peak demand	① ② ③ ④	① ② ③ ④ ⑤	
J9-Willingness to take on new tasks when required	① ② ③ ④	① ② ③ ④ ⑤	
J10-Adapt to changes in staffing	① ② ③ ④	① ② ③ ④ ⑤	
MEMORY			
J11-Significant memory demands in performing learned tasks	① ② ③ ④	① ② ③ ④ ⑤	
J12-Significant memory demands to locate work station	① ② ③ ④	① ② ③ ④ ⑤	
J13-Significant memory demands to locate tools, materials & equipment	① ② ③ ④	① ② ③ ④ ⑤	
SPATIAL			
J14-Describe layout of work area(s)/locations the worker must navigate. (Rate the need to navigate.)	① ② ③ ④	① ② ③ ④ ⑤	
EMOTIONAL			
J15-Manage emotions under stressful conditions	① ② ③ ④	① ② ③ ④ ⑤	
<p>OBSERVATIONS (use other side if necessary)</p> <p>2-Being able to determine demand for pockets based upon time of day (lunch/dinner rush occurs at same time every day - requires more pockets be prepared 20 minutes prior).</p> <p>3-place tools/ingredients on counter in order of successive use to increase accuracy and production of pockets.</p> <p>4-Decide when/how often to check fridge to assess pocket needs</p> <p>6-employee may need to interrupt current activity to make pockets (especially during rush periods)</p> <p>7- appliance and general kitchen noise (there are times that several people are working in the kitchen); mall traffic</p> <p>14-Navigate entire kitchen area (ovens and fridge on opposite sides of kitchen); Enter front counter area to deliver finished pockets.</p>			

Item	Essential Function	Expected Occurrence	LEGEND
CRITICAL WORK BEHAVIORS			Essential Function: ① Critical & Essential ② Essential ③ Marginal ④ Minimal Expected Occurrence: ① Repeatedly ② Once to several times per shift ③ Once to several times per week ④ Infrequently ⑤ Rarely/Never
Dependability – ATTENDANCE			
J20-What are the attendance policies and consequences for irregular attendance/lateness? (Enter Observations)	① ② ③ ④	① ② ③ ④ ⑤	
J21-What are the notification policies if worker will be absent or late? (Enter Observations)	① ② ③ ④	① ② ③ ④ ⑤	
Dependability – JOB PERFORMANCE			
J25-Continue to work in the absence of supervision	① ② ③ ④	① ② ③ ④ ⑤	
INITIATIVE			
J32-Seek work when assigned tasks are complete	① ② ③ ④	① ② ③ ④ ⑤	
J34-Move independently from one activity to another	① ② ③ ④	① ② ③ ④ ⑤	
OBSERVATIONS (use other side if necessary) 20-2 latenesses (1 absence) w/o prior notification results in official reprimand, 3 reprimands results in termination of employment. 21-call to notify no less than 2 hrs prior to start of shift time. 25-only 1 supervisor is working at a time-usually in front counter area, so worker must be able to work in back unsupervised. 34-Move between 3 tasks w/o being instructed each time.			
SOCIAL INTERACTION			
COMMUNICATION			
J43-Express self clearly & efficiently	① ② ③ ④	① ② ③ ④ ⑤	
J44-Interact with others in a friendly, engaging manner	① ② ③ ④	① ② ③ ④ ⑤	
APPEARANCE			
J48-What is the written or implied dress code?	① ② ③ ④	① ② ③ ④ ⑤	
SUPERVISORS & COWORKERS			
J50-Cooperate with coworkers when coordination of effort is required	① ② ③ ④	① ② ③ ④ ⑤	
OBSERVATIONS (use other side if necessary) 50-Customer service is #1 priority. If one area gets behind, it is critical that everyone pitch in to assist.			