

Duty/Task:									
K-3 Load products									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Obtain delivery checklist	1 Obtained the current delivery checklist to accurately identify what to load (e.g. product and quantity)	1 Clipboard, pen or pencil, electronic device (if applicable)	1 Knowledge of checklist, organization skills	1 N/A	1 Accurate, organized, timely	1 Do I have the current delivery checklist?	1 Date on checklist is appropriate	1 Won't know what products to load, may load wrong products, customers will be unhappy	
2 Load product based on delivery checklist	2 Loaded all product per the delivery checklist in the correct order for delivery stops; did not damage any products while loading	2 Dolly or cart, forklift, pallets, gloves	2 Product knowledge, knowledge of loading sequence	2 Lifting and moving skills, knowledge of storage requirements, knowledge of operational procedures	2 Organized, conscientious, coordinated	2 What products do I need? What order or sequence should they be loaded? What equipment do I need to use, if any?	2 Delivery checklist, products being delivered	2 Truck won't be loaded correctly to allow efficient delivery, may waste time unloading product to customers	
3 Secure the load to prevent shifting or product damage	3 Correctly secured the load to prevent shifting or product damage while in transit	3 Ropes, netting, tie downs, tarps, containers	3 Knowledge of load securing methods	3 Avoid pinch points, unsteady containers or sharp edges	3 Organized, conscientious, coordinated	3 How will I secure the load? What items do I need to do that?	3 Type of securing method being used, product risks	3 Product will be damaged or may shift or spill in transit, will take time to resort, customers will be unhappy	
Analyst: John Moser				Specific Relevant References:					
Expert Workers:				1 Equipment safety guides					
Meagan Zeune				2 Safe lifting/moving guide					
Tom Snyder				3 Peer group feedback					