

Duty/Task:									
E-9 Clean harvest containers									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, containers, 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 Prioritize cleaning needed	1 Cleaning prioritized based on safety concerns, priority cleaning need for containers, costs, time needed, and work schedules	1 List of containers needing cleaning; paper; pen; computer; budget; PPE	1 Analytical skills; prioritizing skills; mechanical knowledge; computer skills	1 N/A	1 Detail oriented; accurate; conscientious; analytical; timely; sensible	1 Should I replace containers instead of cleaning them? How do I prioritize? How do I know if a cleaning should be done immediately?	1 Type of harvest containers needing cleaning, when they are needed	1 Dirty containers cannot be used during harvesting; costly cleaning; loss of production; dissatisfied staff and customers	
2 Determine who will do the cleaning	2 Person selected to do the cleaning is skilled and qualified; person selected is the most efficient and of reasonable cost	2 Internet resources; directories; staff records	2 Analytical skills; decision making skills	2 N/A	2 Discerning conscientious; analytical	2 Can the cleaning be done by staff? Is a contractor needed? Is a technician needed? Should the person doing the cleaning be certified?	2 Complexity and type of cleaning needed	2 May have an unqualified person doing the cleaning; containers may not be properly cleaned for harvest	
3 Determine supplies needed for the cleaning	3 Correctly ascertained what cleaning supplies were needed for the containers to be cleaned	3 Internet resources; directories; owners manuals; warranties; catalogs	3 Analytical skills; computer skills	3 N/A	3 Detail oriented; decisive; conscientious	3 Are the containers under warranty? What supplies do I need? Who should get the supplies? Should the supplies be part of a contract or self purchased?	3 Cleaning tasks to be performed, types of containers needing cleaning	3 Won't be able to properly clean containers for harvest, won't have containers available when needed	
4 Purchase cleaning supplies	4 All supplies purchased are of acceptable quality and reasonably priced	4 Internet resources; directories; owners manuals; warranties; catalogs; order forms	4 Analytical skills; contracting skills; mechanical knowledge; computer skills; basic math skills	4 N/A	4 Detail oriented; accurate; conscientious; analytical; problem solver; timely; sensible	4 Where do I purchase the cleaning supplies? Should I purchase the supplies online or locally? Will the remaining supplies from last year still work?	4 List of cleaning supplies needed	4 Won't be able to properly clean containers for harvest, won't have containers available when needed	
5 Schedule the container cleaning	5 Cleaning scheduled based on availability of a qualified cleaning person and the business work schedule	5 Cleaning schedule; employee schedule; PPE	5 Scheduling skills; computer skills; time management skills	5 N/A	5 Timely; conscientious; sensible	5 When does the cleaning need to be completed? How might weather impact the cleaning work? Is the budget adequate to start the cleaning? When is the staff available that's needed to do assist with the work?	5 Staff schedule, time of year, availability of equipment needed	5 Cleaning won't get done at the proper time, may not have staff to do or assist with the cleaning	
6 Perform the container cleaning	6 All cleaning performed thoroughly by the assigned cleaning person as scheduled with the correct cleaning supplies	6 Materials, supplies, and tools for the cleaning; PPE; safety cones and tape	6 Mechanical skills; knowledge of proper cleaning procedures, knowledge of safety protection needed	6 Use PPE to avoid injury	6 Thorough; conscientious; analytical	6 Are the weather conditions right for cleaning to be done? What is the best location for doing the cleaning? What needs to be done to ensure safety? How do I know when the containers are clean enough?	6 Containers to be cleaned, required cleaning procedures	6 Containers won't get properly or thoroughly cleaned which may spread diseases; harvested produce won't be clean if placed in dirty containers; customers will be unhappy	
7 Evaluate if the cleaning was done properly.	7 Quality of all cleaning was assessed by operational testing	7 N/A	7 Analytical skills; knowledge of containers; knowledge of cleaning standards	7 N/A	7 Observant; timely; sensible	7 Is the cleaning complete and thorough enough? Does cleaning keep the containers within manufacturer specifications? How do I evaluate the cleaning? What should be done if the standards are not met?	7 Container cleaning checklist; codes and standards; manufacturer specifications	7 Containers won't get properly or thoroughly cleaned which may spread diseases; harvested produce won't be clean if placed in dirty containers; customers will be unhappy	
Analyst: Mike Loyd			Specific Relevant References:						
Expert Workers:									
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Rev. Donovan Larkins									