

Duty/Task:									
F-8 Fill trays & pots									
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 Determine the number/type of trays/pots needed	1 Accurately determined number/type of trays/pots needed	1 Crop plan, available trays/pots, calculator	1 Basic math skills, knowledge of tray/pot types	1 N/A	1 Determined, conscientious, accurate	1 How many trays/pots do I need? What types of tray/pots do I need? Do I need to order additional trays/pots? Where do I order them from if needed?	1 Crop plan, planting schedule, supply list, purchasing information	1 Won't have enough trays or pots for planting, may end up with wrong types of pots/trays which could delay planting, loss of revenue	
2 Determine the type/amount of plant media needed	2 Accurately determined type/amount of plant media needed, including seed-starting soil, potting soil, and aquaponic supplies	2 Crop plan, list of available plant media, calculator, volume estimation chart for planting media (e.g., ratio of planting media to number of trays/pots filled)	2 Basic math skills, knowledge of plant media types	2 N/A	2 Determined, conscientious, accurate	2 What type of planting media do I need? How much planting media do I need? Do I need to order additional planting media? Where do I order from if needed?	2 Crop plan, planting schedule, supply list, purchasing information	2 Won't have enough planting media or may have the wrong types of planting media which could delay planting, loss of revenue	
3 Fill pots and trays with the appropriate media	3 Filled pots and trays with the appropriate media	3 Box cutter/scissors to open soil bags, trowel or small shovel, bucket(s), potting station, soil	3 Motor skills	3 Avoid personal injury due to heavy lifting or use of box cutter	3 Hard working, conscientious, accurate	3 How full should the trays/pots be? Are the trays/pots being prepared for seeds or transplanting?	3 Crop plan, visual observation	3 May waste media if filled too full, may not leave room for plant to grow or for water to be absorbed	
Analyst: Susan Pavilkey			Specific Relevant References:						
Expert Workers:									
Christie Welch									
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