

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA									
Job Title:	Food Service Assistant				Position Number(PCN):	B.006830.2			
Div./Office:	SHF 035 Sheriffs Care Mart	Approver's Name							
Date of Last Update:	June 23, 2025	Approver's Title							
<b>Fields to the right (Y/N): The position's status AND If the background check must be passed by the incumbent</b>									
Safety Sensitive:		No	Child Protective Services (CPS) Background:		Yes	VCIN Background:		No	
CJIS Certification:		No	PREA Certification:		No	Subject to Barrier Crime Provisions:		No	
<b>REQUIREMENTS</b>									
FREQUENCY: Seldom = Infrequent, < 5%; Occasional = 5% to 25% of time on job; Frequent = 25% to 75% of time on job; Constant = Over 75% of time on job.									
Typical DURATION: Short = < 1 hr per occurrence; Moderate = 1-2 hrs per occurrence; Substantial = 2-6 hrs per occurrence; Long = > 6 hrs per occurrence.									
Physical Demands				Working Conditions					
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration		
Standing		Constant	Long	Working Outside: in all weather conditions			N/A	N/A	
Walking		Constant	Long	Working Alone: out of communication w/others			N/A	N/A	
Sitting		Occasional	Short	Extreme Temperatures	N/A	N/A	N/A		
Reaching	Shoulder level or higher	Frequent	Short	Extreme Wetness			N/A	N/A	
Lifting	Up to 10 lbs.	Frequent	Short	Extreme Dryness			N/A	N/A	
	Up to 50 lbs.	Occasional	Short	Exposure to Traffic			N/A	N/A	
Carrying	Weight: Up to 50 lbs.	Occasional	Short	Congested Area/Workspace			N/A	N/A	
	Distance: Up to 25 ft.	Occasional	Short	Confined Space- Permit REQUIRED			N/A	N/A	
Pushing	Estimated weight-resistance equivalency			Working Below Ground			N/A	N/A	
Pulling	Up to 50 lbs.	Occasional	Short	Working at Heights (ft.)	N/A	N/A	N/A		
	N/A	N/A	N/A	Noise Level: > 85 decibels TWA for 8 hrs.	N/A	N/A	N/A		
Working Overhead	Weight: N/A	N/A	N/A	Vibrations	N/A	N/A	N/A		
Climbing Stairs	N/A	N/A	N/A	Body area(s): Ex- Trunk, shoulders, arms, and hands.					
Climbing Ladders	N/A	N/A	N/A	Dust / Dirt / Particulate			N/A	N/A	
Balancing	N/A	N/A	N/A	Radiation			N/A	N/A	
Stooping	Frequent	Short	N/A	Silica/Fiberglass			N/A	N/A	
Kneeling/Squatting	Frequent	Short	N/A	Asbestos			N/A	N/A	
Bending	Frequent	Short	N/A	Aerosols & Gases	N/A	N/A	N/A		
Crawling	N/A	N/A	N/A	Hazardous Materials /Chemicals			N/A	N/A	
Explosive Strength: Short bursts of muscle force to propel oneself.	N/A	N/A	N/A	Petroleum Products			N/A	N/A	
Trunk Strength: Use of abdominal and lower back muscles.	Frequent	Substantial	N/A	Electrical Hazard			N/A	N/A	
			N/A	Fire Hazard			N/A	N/A	
			N/A	Infectious Diseases Exposure Type(s):			N/A	N/A	
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.	N/A	N/A	N/A	Symbols:			< equal to or less than	< less than	
			N/A				> equal to or greater than	> greater than	
Repetitive Limb Movement	Fingers/Wrist	Frequent	Substantial						
Dexterity	Arm/Shoulder	Frequent	Substantial						
	Grasping	Frequent	Substantial						
Repetitive Twisting	Handwriting	Seldom	Short						
	Wrist/Elbow	Frequent	Substantial						
Awkward Positions & Motions	Shoulder	Frequent	Substantial						
	N/A	N/A	N/A						

Sensory Demands					Working Conditions (cont.)			
Element	Condition/Level/Value	Frequency	Duration		Element	Condition/Level/Value	Frequency	Duration
Vision	20/40 w/correction	N/A	N/A		Hazardous Surfaces	N/A	N/A	N/A
	Color vision (colors)	N/A	N/A					
Hearing	Conversational level	N/A	N/A		Other Hazards	Scalding water	Frequent	Short
Smell	Natural gas	Seldom	Short			Sharp edges/objects	Frequent	Short
	Burning odor	Seldom	Short					
Touch	Distinguish temperature	Frequent	Substantial		Hours Worked	More than 40 hours/week	Seldom	
	Distinguish texture	Frequent	Substantial					
Voice	Limited Verbal	Frequent	Substantial		Telework Eligible	No		
Personal Protective Equipment (PPE)					Equipment Operation & Use			
Category	Type	Frequency	Duration		Category	Type	Frequency	Duration
Eye and Face Protection	N/A	N/A	N/A		Motor Vehicles	N/A	N/A	N/A
					Heavy Equipment	N/A	N/A	N/A
Respiration Protection	N/A	N/A	N/A					
Hearing Protection	N/A	N/A	N/A		Other Equipment or Machinery	N/A	N/A	N/A
Head Protection	N/A	N/A	N/A					
Hand Protection	Medical grade exam gloves	Frequent	Substantial		Hand-Held Power Tools	N/A	N/A	N/A
	Waterproof	Occasional	Short					
Foot Protection	Oil resistant/Non-slip	Constant	Long		Hand Tools and Instruments	N/A	N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A		Office Machines & Equipment	N/A	N/A	N/A
Operator License					Commercial Driver's License			
NOTE: If CDL is required, show CDL Class in element to right.	Type				VA DMV requires: 20/40 in each eye w/o telescopic lens & ≥140° horizontal vision.	N/A		
	N/A							
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:								

Mental Requirements
Evaluate based on the level of complexity [least to most] inherent in the job using the examples provided; then select the number from the drop-down list that matches the column which best represents the mental demand required in each element.
1 Comprehend Verbal Communication - Understand information and directions which are provided verbally
Job requires the ability to understand and follow:
Basic, step by step verbal instructions from a supervisor who is usually present at the workplace.
2 Communicate Orally - Verbally express thoughts and directions
Job requires:
Communicating basic information to co-workers, supervisors, or customers.
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.
Job requires ability to comprehend:
Step by step written instructions where guidance and clarification are typically available.
4 Written Communication Skills - Express thoughts and directions in writing
Job requires:
Ability to prepare basic written information and relay it to others using a basic format such as a form or email.
5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks
Job requires ability to adhere to work schedule:
In moderately paced environment with some unexpected assignments.
6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments
Job requires ability to perform:
A variety of tasks at the fully functional independent level.
7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job
Job requires interaction:
Within the immediate work unit.
8 Decision Making & Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts
Job requires:
Little independent decision making. Established methods and procedures are followed and close supervision is present.
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties
Job requires the ability to:
Remember basic procedures or steps and recall them to carry out routine, repetitive tasks.
10 Flexibility and Adaptability - The extent to which one must adjust to changing circumstances and expectations, take on new challenges on short notice, and/or deal successfully with changing priorities and workloads
Job requires flexibility and willingness:
To adjust routine procedures to accommodate simple changes.
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties
Job tasks are:
Repetitive and of short duration requiring only limited focus.
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks
Job tasks:
Are primarily manual and routine. Inattention to detail could result in operational delays.
13 Reaction Time - Describes work that requires an immediate response or decision
Job requires the ability to:
Maintain production standards but work is steady and predictable and rarely requires an immediate response or decision.
14 Direct, Control, and Plan the Work of Others - Determine the time, place and sequence of work procedures, operations, and actions. Establish goals and objectives, motivate, and promote cooperation and teamwork in the work group
Job requires:
No supervision or management of staff.
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives
Job requires:
Little to no cooperation from co-workers or citizens to accomplish assigned tasks.
16 Stress Tolerance - Ability to perform duties without anxiety when faced with difficulties. Having positive stress tolerance is being able to stay calm in situations of heavy workload, tight deadlines, and/or difficult customers
Job requires the ability to:
Tolerate typical work stressors such as deadlines or conflict and maintain composure.