ED 415 803

95

CE 005 626

AUTHOR

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TITLE

An Empirical Determination of Tasks Essential to

Successful Performance as a Meat Cutter.

Determination of a Common Core of Basic Skills in

Agribusiness and Natural Resources.

INSTITUTION

Ohio State Univ., Columbus. Dept. of Agricultural Education.; Ohio State Univ., Columbus. Research

Foundation.

SPONS AGENCY

Office of Education (DHEW), Washington, D.C.

V0033VZ

BUREAU NO PUB DATE

75

GRANT

OEG-0-74-1716

NOTE

24p.: For an explanation of the project, see CE 005 614-615, and for the other occupations, see CE 005

616-643

EDRS PRICE DESCRIPTORS MF-\$0.76 HC-\$1.58 Plus Postage

Agricultural Education; Agricultural Skills; \*Pood Processing Occupations; Job Analysts: \*Job Skills:

\*Heat Packing Industry; \*Occupational Information;

Occupational Surveys; Off Farm Agricultural Occupations: Tables (Data); \*Task Analysis;

Vocational Education

IDENTIFIERS

Meat Cutters

#### ABSTRACT

To improve vocational educational programs in agriculture, occupational information on a common core of basic skills within the occupational area of the meat cutter is presented in the revised task inventory survey. The purpose of the occupational survey was to identify a common core of basic skills which are performed and are essential for success in the occupation. Objectives were accomplished by constructing am initial task inventory to identify duty areas and task statements for the occupation. The initial task inventory was reviewed by consultants in the field, and .214 tasks were identified. A random sample of 75 meat cutters based on the Kroger Company and Cardinal Foods office records was obtained. Data were collected utilizing employer and employee questionnaires. Forty questionnaires were returned of which 38 were usable. A compilation of basic sample background information is presented on size of retail meat market department, total work experience, employment at current job, and preparation as a meat cutter. A compilation of duty areas of work performed and work essential for the occupation is given. Percentage performance by incumbent workers and the average level of importance of specific task statements are presented in tabular form. (Author/EC)

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An Emperical

Determination Of Tasks

Essential To Successful Performance

As A Meat Cutter

DEPARTMENT OF AGRICULTURAL EDUCATION

THE OHIO STATE UNIVERSITY

COLUMBUS, DHIO 43210

# AN EMPERICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A MEAT CUTTER

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The Ohio State University
Columbus, Ohio
1975



PREPARED AS APPENDIX XXVII

.Of a Final Report

On A Project Conducted Under

Project No. V0033VZ

Grant No. OEG-0-74-1716

This publication was prepared pursuant to a grant with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official U.S. Office of Education position or policy.

U.S. Department of Health, Education and Welfare U.S. Office of Education

#### FOREWORD

The Department of Agricultural Education at The Ohio State
University is involved in a major programmatic effort to improve the curricula in educational programs in agriculture. One
product in this effort is this report of the meat cutter task
inventory survey. The data reported were collected as part of
a more comprehensive thrust designed to develop a common core
of basic skills in agribusiness and natural resources.

It is hoped that the revised task inventory contained in this report will be useful to curriculum developers working for improved occupational relevance in schools. Twenty-seven additional inventories in other occupational areas are also reported from this project.

The profession owes its thanks to J. Rick Byrd, graduate research associate, for his work in preparing this report. Special appreciation is also expressed to the Personnel Departments at Cardinal Foods and the Kroger Company for their input and help in securing the cooperation of those employed in this occupational area.

J. David McCracken Project Director



# TABLE OF CONTENTS

<u>.                                    </u>	age
OREWORD	ii
IST OF TABLES	v
NTRODUCTION	1
Purpose and Objectives	2
being the occupational inca.	2
ETHODOLOGY	2
Initial Task Inventory	2
Initial Inventory Validation	<b>*</b> 3
Worker Sample Selection	3
Data Collection	3
Data Analysis	. 4
INDINGS	4
Description of the Sample	5
Duty Areas of Work Performed by the Meat Cutter	8
Duty Areas of Work Essential for Successful Performance as a Meat Cutter	9
Percentage Performance and Level of Importance	· 9 ·



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# LIST OF TABLES

<b>LABLE</b>	•		Page
I	Employee Response to the Questionnaire	•	5
l II	Size of Retail Meat Market Department Where Currently Employed	•	6
III	Total Amount of Work Experience in the Meat Cutting Industry	•	7
īV	Length of Time at Present Job	•	7
<b>V</b>	Source of Training Received as a Meat Cutter .	•	8.
VI ·	Percentage Performance and Average Rating of Importance of Specific Tasks	•	10



#### INTRODUCTION

Occupational information is needed to develop and revise vocational and technical education curricula. Teachers and curriculum developers generally determine which skills might be taught in a program based upon teacher expertise, advisory committee input, informal and formal community surveys, and/or task inventories.

The Agricultural Education Department at The Ohio State
University has utilized and revised a system for obtaining and using
occupational information as an effective aid in planning, improving, and updating occupational education curricula. This report presents the results of a survey of the occupation, meat
cutter. The information contained herein may be used by curriculum
development specialists, teachers, local and state administrators,
and others involved in planning and conducting vocational and
technical programs in agriculture.

### Purpose and Objectives

The major purpose of the occupational survey was to identify the skills which are performed and essential for success as a meat cutter. The specific objectives of this survey were as follows:

- Develop and validate an initial task inventory for the meat cutter.
- 2. Identify the specific tasks performed by meat cutters.
- 3. Determine the relative importance of the specific tasks to successful employment as a meat cutter.

### Definition of the Occupational Area

The meat cutter may work in wholesale or retail meat outlets such as butcher shops and meat departments in retail stores. This survey dealt primarily with meat cutters employed in retail meat outlets. The meat cutter works with records kept in the meat department, cutting meat, and displaying cuts of meat for sale. The specific duties performed by the meat cutter will vary with the size and type of business where employed. In general, the meat cutter helps maintain inventories of meat on hand; maintains sanitary working areas; cuts beef, pork, veal, lamb, and poultry into retail cuts; prepares ground and ready to serve meats; packages and displays meats; and assists in the purchasing and managing of the retail meat department. In some firms, the meat cutter may also be called a head meat cutter, meat buyer-cutter, or meat department manager.

### METHODOLOGY

Objectives were accomplished by constructing an initial task inventory, validating the initial inventory, selecting a sample of workers, collecting data, and analyzing data.

### Initial Task Inventory

Duty areas and task statements for the meat cutter were identified by searching existing task lists, job descriptions, curriculum guides, and reference publications. Additionally, contacts with several industry personnel aided in clarifying the specific responsibilities of the meat cutter. All the tasks that the project staff thought to be performed were assembled into one composite list.



The initial tasks were grouped into functional areas called "Duties". After the task statements were grouped under the proper duty areas, each task statement was reviewed for brevity, clarity, and consistency. In all, 244 task statements were included in the initial task inventory.

### Initial Inventory Validation

After the initial task inventory was constructed, it was reviewed by 11 consultants employed in retail meat markets. These consultants were either head meat cutters or meat department managers.

The consultants were asked to respond to the initial task list inventory by performing the following activities:

- 1. Indicate whether any of the tasks listed were not appropriate.
- 2. Add any additional tasks they believed were performed by meat cutters.
- 3. Make changes in the wording of tasks to help add clarity to the statements.

The comments from the 11 consultants were pooled and needed revisions were made. The major revision was the incorporation of new federal meat identification terminology into the task statements.

As a result of the initial task inventory review process, 214 tasks were identified.

### Worker Sample Selection

Since the specific duties and tasks performed by meat cutters are related to the size and type of business where employed, an attempt was made to survey meat cutters in various size retail meat markets. Since there was no composite list of meat cutters working in Ohio, the project staff decided to work with two major food store chains with stores located throughout Ohio in identifying meat cutters to be surveyed. A sample of 75 meat cutters was randomly selected from the office records of the Kroger Company and Cardinal Foods.

#### Data Collection

A packet of materials was sent to the randomly-selected meat cutters. The packet of materials included:



- 1. A cover letter from Cardinal Foods or Krogers.
- 2. An employer questionnaire printed on blue.
- 3. An employee questionnaire printed on yellow.
- 4. A stamped and self-addressed return envelope.

The meat cutter was instructed to complete the employer questionnaire and the employee questionnaire and return both the employer and employee questionnaire in the stamped and self-addressed return envelope by the date specified in the cover letter.

A follow-up of non-respondents consisted of mailing a packet of materials two weeks after the initial mailing. The follow-up consisted of a packet of materials identical to the initial packet except that a cover letter on Ohio State University stationery replaced the cover letter on Cardinal Foods or Krogers stationery.

# Data Analysis

The 40 questionnaires which were returned were checked for completeness and accuracy by the project staff. Information from the 38 usable responses was coded on Fortran coding sheets for key punching. In addition to coding appropriate respondent background information, each specific task statement was coded as to whether it was performed (1 = Task performed by respondent; blank = Task not performed by respondent) and the level of importance of the task (3 = Essential; 2 = Useful; 1 = Not Important). The information was keypunched on IBM cards and verified by personnel at the Instruction and Research Computer Center at The Ohio State University.

The data was analyzed using the SOUPAC computer program and the facilities of the Instruction and Research Computer Center. Consultant assistance for analyzing the data was provided by personnel at The Center for Vocational Education. The SOUPAC computer analysis resulted in the computation of relative frequencies, means, and rankings for each task statement. The results of the computer analyses were printed in tabular form for ease of interpretation.

#### FINDINGS

Objectives of the study resulted in the compilation of basic sample background information, the determination of tasks performed by the meat cutter, and the identification of tasks essential to successful performance as a meat cutter.



#### Description of the Sample

Information regarding the performance of tasks and the importance of the tasks to successful employment as a meat cutter was obtained from meat cutters in various retail meat markets across Ohio.

#### Response to the Survey

A total of 75 questionnaires were mailed and 40 replies were received. This represented a 53.3% rate of return. The response to the questionnaire is summarized in TABLE I.

TABLE I

EMPLOYEE RESPONSE TO THE QUESTIONNAIRE

		 N		Percent of All Employees In The Survey
Employees in Survey	•	 75		100.0
Total Returns		40	L	53.3
Usable Returns		38		50.7
Unusable Returns		2		2.6
Nonrespondents		35		46.7

### Size of Retail Meat Market Department .

Meat cutters from various size retail meat markets were included in the study. The number of full-time equivalent (two one-half time meat cutters equal one full-time equivalent) meat cutters employed in the firm was used as an index to assess the size of business where the meat cutter was employed. Of the 40 questionnaires received, 38 included information regarding the size of the retail meat market department. TABLE II summarizes the responses to the question, "How many full-time equivalent meat cutters are employed in your department?" Seventeen meat cutters or 47.4% were employed in firms employing one to two full-time equivalent meat cutters. Seventeen meat cutters or 47.4% were employed in firms employing three to four full-time equivalent meat cutters. Thus, 94.8% of the meat cutters were working in firms employing one to four full-time equivalent meat cutters. The average number of full-time equivalent meat cutters employed in the firms was 2.7.



TABLE II
SIZE OF RETAIL MEAT MARKET DEPARTMENT
WHERE CURRENTLY EMPLOYED

Number of Meat Cutte Employed in Firm	rs	N	Percent of Respondents
1-2 3-4 5 and over	•	17 17 <u>4</u>	47.4 47.4 5.2
Total		38	100.0
$\overline{X}$ number of meat of	cutters in the	e firm = 2.7	

### Total Work Experience

Meat cutters with varying amounts of work experience in the meat cutting industry were included in the study. TABLE III summarizes the responses to the question, "How many total years have you worked in the meat cutting industry?" Seven meat cutters or 18.4% had from one to ten total years of work experience in the meat cutting industry. Eleven meat cutters or 28.9% had from 11-17 total years of work experience in the meat cutting industry. The total years of work experience in the meat cutting industry ranged from 1-45 years. Meat cutters had an average of 17.7 years of total work experience in the meat cutting industry.

## Employment at Current Job

Meat cutters in the survey had spent varying amounts of time their present job. TABLE IV summarizes the responses to the question, "How many years have you worked at your present job?" Twenty-two meat cutters or 57.9% had worked at their present job from one to ten years. Five meat cutters or 13.1% had worked at their present job from 11-17 years. Eleven meat cutters or 29% had worked at their present job 18 or more years. The years of work at their present job ranged from 1-35 years. Meat cutters had been employed at their present job an average of 14.0 years.

# Preparation as a Meat Cutter

Meat cutters obtained training for their job from various sources. TABLE V summarizes their responses to the question, "Where did you receive your training as a meat cutter?" Thirtyeight meat cutters or 100% indicated they received training



TABLE III

TOTAL AMOUNT OF WORK EXPERIENCE IN THE MEAT CUTTING INDUSTRY

Years	<b>N</b>	Percent of Respondents
1-10 11-17 18 or more	7 11 20	18.4 28.9 52.7
Total	38	100.0

TABLE IV

LENGTH OF TIME AT PRESENT JOB

Years			N	Percent of Respondents
1-10 11-17 18 or more			22 5 <u>11</u>	57.9 13.1 29.0
Total	•	r*.	38	100.0

on-the-job. Three meat cutters or 7.9% indicated they attended a technical school program to receive training as a meat cutter. One meat cutter or 2.6% indicated he had received training as a meat cutter by attending a high school program in meat processing.



TABLE V SOURCE OF TRAINING RECEIVED AS A MEAT CUTTER

	ð .	N	Percent of All Employees In The Survey
		14	- In the but vey
On-The-Job	٠.	38	100.0
High School Program		1	2.6
Technical School Program		3	7.9
Other		4 .	10.5

### Duty Areas of Work Performed by the Meat Cutter

The 214 tasks were grouped under 20 duty areas. Each respondent indicated whether he performed the specific task in his current position as a meat cutter. The percentages of respondents performing each task were averaged for all tasks under each duty The mean percentage of incumbents who performed specific tasks in specified duty areas is presented in TABLE VI.

Duty areas of work in which 50% or more of the incumbent workers performed the tasks were:

- Performing General Office Procedures
- Recording Information 2.
- Inventorying Meats and Supplies 3.
- Following Legal Regulations
- Observing Safety Precautions,
- Selling and Displaying Meats. 6.
- Receiving Meat and Poultry Shipments 7.
- Using and Maintaining Hand and Power Meat Cutting . Tools and Equipment
- 9. Packaging Meats
- Purchasing Meat, Poultry, and Supplies 10.
- Cutting Beef 11.
- 12. Cutting Pork
- 13.
- Cutting Veal Cutting Lamb 14.
- Cutting Poultry
- Preparing Ground and Ready-to-Serve Meats 16.
- Inspecting and Grading Meat 17.
- Refrigerating and Storing Meats,
- Sanitize Meat Cutting Facilities

#### Duty Areas of Work Essential for Successful Performance as a Meat Cutter

A level of importance rating was obtained for each task. The respondent could rate the task as essential, useful, or not important for successful performance as a meat cutter. A ranking of essential was assigned a numerical rating of "3", useful a numerical rating of "2", and not important a numerical rating of The level of importance ratings for each task were averaged for all tasks under each duty area. The average level of importance ratings for the specific tasks in the specified duty areas are presented in TABLE VI.

- Duty areas of work which received a 2.0 or higher level of importance rating by incumbent workers were:
  - Performing General Office Procedures
  - Recording Information
  - 3. Inventorying Meats and Supplies
  - Following Legal Regulations 4.
  - Observing Safety Precautions 5.
  - Selling and Displaying Meats 6.
  - 7. Receiving Meat and Poultry Shipments
  - Using and Maintaining Hand and Power 'Meat Cutting Tools and Equipment
  - 9, Packaging Meats
  - 10. Purchasing Meat, Poultry, and Supplies
  - 11. Cutting Beef
  - 12. Cutting Pork
  - 13.
  - Cutting Veal Cutting Lamb 14.
  - 15. Cutting Poultry
  - 16. Preparing Ground and Ready-to-Serve Meats
  - Inspecting and Grading Meat , 17.
  - Refrigerating and Storing Meats 18.
  - 19. Sanitize Meat Cutting Facilities

#### Percentage Performance and Level of Importance. Ratings of Specific Tasks

The percentage performance by incumbent workers and the level of importance for each specific task is also presented in TABLE VI.

·It is recommended that the results for each specific task be examined by educators and others who are developing educational programs to determine curriculum content for preparing meat cutters. Specific tasks with a high level of performance and a high level of importance rating should be given more emphasis in the educational program than specific tasks with a low level of performance and a low level of importance rating.



#### TABLE VI

TASK STATEMENTS	Percent Performing	Average Level of Importance
Performing General Office Procedures	1	
remoral office frocedures		
File various items of information	89 94 94	2.5 2.9 2:5
Write memos, letters, and notes	.89	2.4
Mean Rating	91.5	2.6
Recording Information		,
Record inventory information on sheets	92 89 63	2.6 2.6 2.1
Mean Rating	81.3	2.4
Inventorying Meats and Supplies		
Remove damaged meat and poultry from inventory	89 92	2.7
from records	89	2.5
Mean Rating.	90	2.6
Following Legal Regulations		
Display appropriate inspection certificates	73 94 92	2.3 2.8 2.7
Interpret meat marketing regulations	86.3	2.6
Mean Rating	00.3	£.U
Apply first aid to minor cuts, bruises and burns	84 100 94 76	2.7 2.9 2.8 2.6

<sup>\*</sup>Average rating of importance may range from 1-3 with 3 being the highest.



TASK STATEMENTS	Percent Performing	Average Level of Importance
The state of the s		2.2
TORREST AND MALE AND		2.3
		2.7
ope broker and and an	_	2.8
"TOWN WPFT TPT TO THE TENTE OF		2.7
italiano parety billera and accurate		2.7
		2.3
Correct potential safety hazards		2.8/
	-	2.8
Use electrical connectors and safety devices	6	2.8
Mean Rating	33.1	2.7
Set up a self-service meat display	92 97 94 36 92 97	2.8 2.7 2.9 2.8 1.6 2.8 2.7
Handle customer complaints	97 34	2.3 2.9 1.5 2.5 2.9
Rotate meats in display cases	94 92 94	2.9 2.9 2.5 2.8 2.3
modulate and an angle of the second s	_	2.9
	78 78	2.5
, .	1	2.6
Mean Rating	,3.0	2.0
Receiving Meat and Poultry Shipments		ć
Check material received against order	97	2.9



# TABLE VI (Cont.)

Inspect merchandise for damage	TASK S	STATEMENTS THE STATEMENTS	of Importance
Using and Maintaining Hand and Power Meat Cutting Tools and Equipment  Adjust tools and equipment	Notate discrepancies on inv Help unload shipments Sign shipping receipt	oices	0 0 8
Clean tools	Using and Maintaining Hand and Equipment	Power Meat Cutting Tools and	
Use meat tracks and hooks	Clean tools.  Identify tools.  Interpret tool and equipmer Recondition tools.  Select appropriate tools are Sharpen tools.  Store tools.  Use hand tools safely.  Use power tools and equipment Use automatic labeling mach Use automatic wrapping and Use block brush and scraper Use cuber.  Use cutting tables and block Use electric and hand saws Use fly fans.  Use grinder.  Use knives and cleavers.  Use meat hooks.  Use meat tracks and hooks.  Use metal and wooden skewers.	89   2.   84   2.   89   60   60   60   84   2.   86   2.   86   2.   81   2.   92   2.   86	987087590464398829941026



	<del>,</del>	
		rage Level Importance
<b>-</b>	ercent erforming	1 1 2
TASK STATEMENTS ~	보변	9 0
INOK SINICHEMIS	Percent Perform	Average of Impor
	2 2	H G
•	8 8 8 8	P & P
<u></u>		<u> </u>
•		
Use tenderizer	60	2.2
	1	1
Mean Rating	73.6	2.4
,		
Packaging Meats		
	1	1
Select appropriate wrapping materials	92 .	2.7
Estimate weight of bulk meats	60	1.9
Inspect self-service display cases to determine which	]	
packages need to be rewrapped	97	2.9
Label packages for use in self-service display cases	84	2.7
Wrap and re-wrap packages for self-service display cases	78	2.7
	81	2.6
Weigh meats for packaging	84	1
Wrap meats for customers' home freezers	04	2.3
	00 0	ے ا
Mean Rating	82.3	2.5
Purchasing Meat, Poultry, and Supplies	!	
rurenasing meat, routery, and supplies		1
Debender (1)	97	2.8
Determine the amount to order	97	2.8
Determine when to order	97	2.9
Compare and verify costs of meat and poultry from various	<b>CO</b>	١, ,
suppliers	68	2.1
Determine the quantity of meat and poultry to keep on hand	.97	2.8
Evaluate the quality of meat and poultry from various suppliers	73	2.4
Identify various sources of meat and poultry suppliers	73	2.1
Identify various sources of meat processing supplies	71 '	1.9
	<b>.</b>	l
Mean Rating	84.1	2.5
	1	
Cutting Beef		
Bone beef	92	2.9
Break beef forequarter and hindquarter	78	2.5
Cube beef by machine	89	2.8
Cut and prepare beef heart	81	2.3
Cut and prepare beef liver	92	2.8
Cut and prepare beef tongue	76	2.4
Cut brisket	92	2.7
CUL Drisket	176	• • • 1



# TABLE VI (Cont.)

	**	rage Level
••	Percent Performing	
TASK STATEMENTS	t E	Average of Impor
•		
	9 9	, A.
	диди	▼ 0
Cut chuck	94	2.9
	89	2.7
	84	2.6
	94	2.9
Cut round	94	2.9
Cut short loin	94	2.9
	89	2.7
	94	2.9
	92	2.8
•	94	2.9
	94	2.9
Identify wholesale beef cuts	92	2.8
Prepare beef brains.	57	1.9
	78	2.4
( ', ', '	78	2.3
Shape roasts with string	94	2.8
Strip the loin	76	2.5
Trim cuts of beef.	94	2.9
	Ĭ	
Mean Rating	87.2	2.7
Cutting Pork		
•	` '	
Bone pork	94	2.9,
	86	2.6
	94	2.9
Cut clean plate	52	1.9
Cut fat back	63	2.2
	76	2.4
Cut loin	94	2.8
	94	2.9
Cut smoked or fresh leg	92	2.8
	94	2.8
	94	2.9
	94	2.9
	94	2.9
	89	2.9
	92	2.8
	94	2.9
	,, ,	_ ~
Mean Rating	87.3	2.7



TASK STATEMENTS	Percent Performing	Average Level of Importance
Cutting Veal		
Bone veal	60	2.5
or hindsaddle	65 65 63	2.5 2.4 2.5
Cut loin Cut rib. Cut round. Cut shoulder Cut sirloin. Grind veal Handle veal in the cutting room. Identify retail cuts of veal Identify the primal cuts of veal Identify wholesale cuts of veal. Trim veal meat cuts.	65 65 65 65 68 65 71 68 71	2.5 2.5 2.5 2.5 2.6 2.6 2.6 2.6 2.6 2.6
Mean Rating	65.8	2.5
Cutting Lamb "'		
Cut loin	63 68 65 60 65 68 65 65 65 68 71 68 68 71	2.4 2.6 2.4 2.6 2.6 2.6 2.6 2.6 2.6 2.6 2.6 2.6 2.6



### TABLE VI (Cont.)

		Average of Impor
Trim lamb cuts	68	2.6
Mean Rating	65.1	2.5
Cutting Poultry  Cut up chickens	92	2.8
Cut up ducks	52	1.9
Cut up turkeys	76. 97	2.5
Identify primal cuts  Identify retail cuts of poultry and fowl meat  Identify wholesale cuts of poultry and fowl meat	97 94	2.9
Mean Rating	84.7	2.7
Preparing Ground and Ready-to-Serve Meats  Grind meats	94 97 89 63 94 65	2998606
Mean Rating	03.1	2.0
Display inspection certificates	52 ·	2.1
Evaluate influence grade has on preparation procedures for customers	73 71 68 65 63 52 63	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2



TASK STATEMENTS	Percent Performing	Average Level of Importance
Refrigerating and Storing Meats		
Control temperature in storage areas	97 92 92	2.9 2.7 2.8
have on longevity of meat	76 63 86 52 94 92	2.6 2.2 2.7 1.7 2.8 2.9
Rotate meats on a first-in first-out basis	94 83.8	2.9
Mean Rating	03.0	2.0
Curing Meats		,
Apply spices to meats	47 23 31 23	1.9 1.3 1.6 1.5
Mean Rating	31.0	1.6
Sanitize Meat Cutting Facilities	·	
Clean and sanitize display cases	94	2.9
room and cooler	94 94 94	2.9 3.0 3.0
cooler	94	2.9
spoilage	94	2.9
Identify personal sanitation practices to follow Identify sanitation requirements for licensing	97 73	3.0 2.7
Select appropriate cleaning and sanitizing agents and equipment	86	2.7 3
Mean Rating	91.1	2.9

