



Provincial Job Description

TITLE:
(050) Ancillary Services Clerk

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides mailroom, canteen, print shop and apparel services. Oversees clients working in the facility client employment program.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Organizational, leadership and administrative skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Ability to work with special needs clients**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous printing, office, stores or purchasing services experience.**

KEY ACTIVITIES:

A. Print Shop

- ◆ **Standardizes forms for facilities in the region.**
- ◆ **Develops/updates forms (e.g., scans logos).**
- ◆ **Maintains hard/electronic copies of all forms.**
- ◆ **Prints/binds/cuts forms for the region.**
- ◆ **Maintains print shop equipment.**
- ◆ **Orders and maintains an inventory of printing material (e.g., paper and ink supplies).**
- ◆ **Checks invoices and packing slips on all materials received.**
- ◆ **Liaises with external vendors for printing services.**
- ◆ **Provides information for billing of forms delivered.**
- ◆ **Maintains statistics of volume and costs.**
- ◆ **Identifies, files, prints and delivers work orders.**

B. Mail Room

- ◆ **Receives, sorts and processes mail.**

C. Canteen

- ◆ **Orders and receives stock for canteen.**
- ◆ **Maintains an inventory of canteen supplies (e.g., stock rotation).**
- ◆ **Reconciles invoices.**
- ◆ **Balances daily cash receipts/disbursements.**
- ◆ **Coordinates a client program for recycling bottles.**
- ◆ **Receives funds and maintains cash flow reports from bottle exchange.**

D. Apparel

- ◆ **Fits and purchases clothing for clients.**
- ◆ **Fills requisitions for client apparel.**
- ◆ **Maintains an inventory of apparel.**
- ◆ **Performs inventory counts.**
- ◆ **Checks and reconciles invoices.**
- ◆ **Maintains monthly budget.**
- ◆ **Maintains volume and cost statistics.**
- ◆ **Processes donated and recycled apparel.**

E. Administration / Client Observation

- ◆ Provides input into policies and procedures.
- ◆ Prioritizes work and observes clients (e.g., canteen, print shop, mail room).
- ◆ Oversees clients working in the employment program where clients prepare to re-enter the community.
- ◆ Liaises with therapy/nursing staff regarding progress of clients.
- ◆ Provides occasional guidance to the primary function of others, including training.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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