



Provincial Job Description

TITLE:
(051) Print Shop Worker

PAY BAND:
4

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs print shop duties related to printing/filling/distributing orders and maintaining stock.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication and interpersonal skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Distribution of Stocked Printing Materials

- ◆ Fills and distributes all in-stock print supplies for all departments and doctors' offices.
- ◆ Fills and orders stock to replenish printed stock.
- ◆ Receives and puts away outside print supplies (e.g., envelopes, lab forms, x-ray requisitions, admitting forms, paper).
- ◆ Packs orders and labels packages for shipping.
- ◆ Advises supervisor when outside printed materials are running low, to reorder.

B. Printing Operations

- ◆ Prints, drills forms, folds, cuts, pads, collates, staples, cerloxes, binds and perforates books.
- ◆ Maintains and cleans all finishing equipment.
- ◆ Opens mail and prepares for printing.
- ◆ Collates charts for wards, packages and ships.
- ◆ Laminates material as requested, trims and ships to customer.
- ◆ Advises clients on the types of reproduction service available.
- ◆ Advises/instructs clients on print shop policy.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

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

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.