



# *Provincial Job Description*

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***TITLE:***  
**(068) Seamstress**

***PAY BAND:***  
**6**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Sews, mends, alters, reproduces, creates and modifies facility and personal linen/clothing.**

***QUALIFICATIONS:***

- ◆ **Grade 10**

***KNOWLEDGE, SKILLS AND ABILITIES:***

- ◆ **Demonstrated sewing skills**
- ◆ **Basic computer skills, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: Six (6) months previous experience with demonstrated sewing skills required to alter and mend.**

## ***KEY ACTIVITIES:***

### **A. Sewing**

- ◆ **Mends and hems clothes.**
- ◆ **Labels items (e.g., sews, Thermopatch).**
- ◆ **Sews on buttons.**
- ◆ **Makes/sews slings, booties, oven mitts, laundry bags and chair pads.**
- ◆ **Reproduces, creates, modifies and alters clothing/linen and speciality items such as equipment covers and transfer belts.**

### **B. Laundry**

- ◆ **Sorts client/patient/resident clothing, hospital linen, uniforms and rags.**
- ◆ **Removes from inventory any linen that cannot be repaired.**

### **C. Uniform Preparation**

- ◆ **Presses, sorts, hems and mends uniforms.**
- ◆ **Sizes and issues uniforms.**

### **D. Related Key Work Activities**

- ◆ **Operates, cleans and maintains equipment (e.g., sewing machine, serger).**
- ◆ **Operates computers.**
- ◆ **Maintains linen and uniform inventories.**

*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:*

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*SGEU:*

*SAHO:*

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