



Provincial Job Description

TITLE:
(148) Uniform Clerk

PAY BAND:
2

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provide clean uniforms and laboratory coats to staff.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Ability to work independently**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Uniforms

- ◆ Fits and orders uniforms.
- ◆ Tags uniforms in need of repair / alterations and sends to laundry.
- ◆ Returns unused or not needed uniforms.
- ◆ Sorts clean uniforms and lab coats and puts away/hands out uniforms to staff.
- ◆ Delivers uniforms/scrubs to appropriate departments, carts or holding area.
- ◆ Sorts soiled linen, uniforms and lab coats.
- ◆ Performs minor repairs to uniforms.

B. Related Key Work Activities

- ◆ Issues lockers to new staff, files requisitions.
- ◆ Maintains log books for lockers.
- ◆ Maintains records for staff uniforms.
- ◆ Orders supplies and linen.
- ◆ Delivers carts.
- ◆ Launders special items.
- ◆ 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

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