



Provincial Job Description

TITLE: (227) Seamstress & Linen Coordinator **PAY BAND:** 8

FOR FACILITY USE:

SUMMARY OF DUTIES:

**Purchases and distributes linen/resident clothing/uniforms for all region facilities.
Provides sewing and mending services.**

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Demonstrated sewing skills**
- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Organizational and communication skills**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Purchase / Distribute Linen

- ◆ Provides input into linen tendering process.
- ◆ Confers with suppliers regarding linen.
- ◆ Prepares purchase orders (e.g., faxes and phones orders).
- ◆ Receives shipment, verifies stock.
- ◆ Codes invoices.
- ◆ Maintains inventory.
- ◆ Issues linen as requested by other facilities.
- ◆ Arranges, packs and ships linen.
- ◆ Maintains records/filing system.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

B. Label / Mend / Purchase Resident Clothing

- ◆ Labels and records resident clothing.
- ◆ Stores off-season clothing.
- ◆ Collects, alters, repairs, fits and discards resident clothing.
- ◆ Designs specialized clothing for special needs residents.
- ◆ Collects accounts for and packs resident clothing at time of discharge.
- ◆ Books clothing company parties; sizes and orders clothing.
- ◆ Makes and mails clothing labels for region facilities.

C. Label / Mend Facility Linen

- ◆ Operates various equipment (e.g., sewing machine, serger)
- ◆ Collects, mends and discards facility linen.
- ◆ Cuts, sews, designs new linen for facilities, (e.g., restraint ties, blankets, slings, mitts).
- ◆ Labels new linen (e.g., sews, Thermopatch)

D. Staff Uniforms

- ◆ Purchases, fits, alters, repairs and records staff uniforms.

E. Related Key Work Activities

- ◆ Cleans and maintains equipment (e.g., serger and sewing machines)
- ◆ Removes garbage
- ◆ Cleans drawers and shelves
- ◆ Sweeps resident storage area
- ◆ Cleans floors and shelves yearly

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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