



# *Provincial Job Description*

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**TITLE:**  
**(346) Support Services Worker**

**PAY BAND:**  
**4**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Provides support services throughout the facility.**

**QUALIFICATIONS:**

- ◆ **Grade 10**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Communication and interpersonal skills**

**EXPERIENCE:**

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

**KEY ACTIVITIES:**

**A. Dietary**

- ◆ Sets and cleans tables.
- ◆ Assists in dining room (e.g., serve/feed residents).
- ◆ Assists in kitchen (e.g., wash dishes, clean stove, peel vegetables).
- ◆ Picks up groceries.
- ◆ Dry mops dining room floor.

**B. Walking Program**

- ◆ Walks/exercises residents to assist with/maintain mobility.

**C. Related Key Work Activities**

- ◆ Porters residents to and from events (e.g., activities, dining room).
- ◆ Delivers towels to the Therapy Department.
- ◆ Picks up and delivers mail.
- ◆ 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:**

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**SGEU:**

**SAHO:**

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**Date: June 26, 2005**

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