


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Ancillary Services Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>050</u></p>
--	---	--------------------------------------

<p>Decision Making</p> <p>Follows clearly perscribed practices in the canteen, mail room and printing area. Required to solve minor operating issues within the leadership role in the canteen.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>Twelve (12) months previous printing, office, stores or purchasing experience required. Six (6) months on the job experience required to become familiar overseeing special needs clients and to become familiar with canteen, mail room, stationery operation and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p>Independent Judgement</p> <p>Canteen, mail room and printing operations are guided by established methods that are well defined. Minor problems such as lost mail and supply shortages are resolved with limited analysis.</p>	<p><u>2.5</u></p>
<p>Working Relationships</p> <p>Submits reports and makes recommendation regarding contracting printing services. Has regular contact requiring tact and discretion when working with and reporting on client performance.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
Provides mailroom, canteen, print shop and apparel services to meet quality and service requirements. Misjudgement in maintaining records and statistics may impact decisions affecting services.	<u>1.5</u>
Leadership and/or Supervision Directs client-employee working in the canteen and provides input into work evaluation.	<u>2.0</u>
Physical Demands Occasional physical effort keyboarding, standing, sorting mail, handling paper and canteen supplies with periods of heavy lifting.	<u>1.5</u>
Sensory Demands Occasional sensory effort operating computer, reading and observing client-employees with periods of multiple sensory demands.	<u>1.5</u>
Environment Regular exposure to minor conditions such as chemical substances, noise, dust and interruptions with little exposure to major conditions such as verbal or physical abuse.	<u>3.0</u>