


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Food 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 style="text-align: center;"><u>100</u></p>
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<p>Decision Making</p> <p>Follows department guidelines when doing menu preparation/selections. Makes decisions on sequence of tasks (e.g., clerical duties). Menu choices are selected from pre-existing alternatives.</p>	<p>Degree</p> <p style="text-align: center;"><u>2.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p style="text-align: center;"><u>2.0</u></p>
<p>Experience</p> <p>Six (6) months previous experience in a health setting to become familiar with food service. Six (6) months on the job to become familiar with payroll codes, special diets, department equipment and to become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Independent Judgement</p> <p>Follows established methods in marking menus and preparing statistical reports. Required to do some limited analysis when tallying ledgers for meals provided for various departments/programs.</p>	<p style="text-align: center;"><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact to answer calls regarding diet changes and assist clients/patients/residents with menu selections.</p>	<p style="text-align: center;"><u>2.0</u></p>

Impact of Action	Degree
<p>Provides clerical support to the food services department to meet quality and service requirements. Untimely processing of patient menu changes may result in delay of services in other areas (e.g., Nursing, Therapies).</p> <p>Inaccurate transcription of diet information for clients on therapeutic diets (e.g., allergy diets) may result in minor injury/discomfort.</p>	<u>2.0</u>
<p>Leadership and/or Supervision</p> <p>Provides occasional orientation to staff. Provides functional guidance to staff on the usage of food services software.</p>	<u>1.5</u>
<p>Physical Demands</p> <p>Occasional physical effort keyboarding, reaching, lifting office supplies with periods of pushing heavy food carts</p>	<u>1.5</u>
<p>Sensory Demands</p> <p>Occasional sensory effort listening to clients/patients/residents, reading and writing, with regular visual use of personal computer.</p>	<u>1.5</u>
<p>Environment</p> <p>Occasional minor exposure to disagreeable conditions such as sharp objects, cleaning chemicals, and unpredictable weights (e.g., heavy food carts).</p>	<u>2.0</u>