


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Uniform 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>148</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when issuing uniforms and lockers. Uniform issues are straightforward and clear.</p>	<p>Degree</p> <p><u>1.5</u></p>
<p>Education</p> <p>Grade 10.</p>	<p><u>1.0</u></p>
<p>Experience</p> <p>No previous experience. Three (3) months on the job to become familiar with uniform supply practices and region/facility/department policies and procedures.</p>	<p><u>1.0</u></p>
<p>Independent Judgement</p> <p>Clearly established methods are used when issuing uniforms and lockers. Exercises some choice of action when prioritizing delivery schedules.</p>	<p><u>2.0</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact when fitting uniforms, assigning lockers and dealing with lost items.</p>	<p><u>1.5</u></p>

Impact of Action	Degree
Provides clean uniforms/laboratory coats and staff lockers to meet quality and service requirements. Lost uniforms may require the work of others to trace. Inappropriate logging of uniform or locker assignments can lead to lost or misdirected items.	<u>1.0</u>
Leadership and/or Supervision Provides occasional orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort filing, sorting, folding and pushing/pulling heavy carts.	<u>2.0</u>
Sensory Demands Occasional sensory effort documenting, filing and sorting uniforms.	<u>1.0</u>
Environment Little exposure to disagreeable conditions such as blood/body fluids, sharp objects and unpredictable weights.	<u>2.0</u>