


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Seamstress & Linen Coordinator</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2204</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>227</u></p>
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<p>Decision Making</p> <p>Follows prescribed practices when ordering, issuing linen, removing non-repairable linen from inventory and labelling items. Has some choice of action when altering resident clothing.</p>	<p>Degree</p> <p style="text-align: center;"><u>2.5</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 with demonstrated sewing skills to design, alter and mend. Six (6) months on the job to become familiar with suppliers, ordering procedures and region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Independent Judgement</p> <p>Maintains inventory in accordance with established procedures. Resolves minor problems when designing clothing for special needs residents.</p>	<p style="text-align: center;"><u>3.0</u></p>
<p>Working Relationships</p> <p>Uses appropriate tact when discussing product problems/shortages with departments/facilities. Has regular contact with clients/patients/residents, vendors and suppliers.</p>	<p style="text-align: center;"><u>3.0</u></p>

Impact of Action	Degree
<p>Coordinates and monitors linen supply for the district to satisfy quality and service requirements. Inaccurate invoicing may cause work of others to trace. Damage to sewing equipment and personal items may cause a small monetary loss.</p>	<p><u>1.0</u></p>
<p>Leadership and/or Supervision Provides occasional orientation to staff.</p>	<p><u>1.0</u></p>
<p>Physical Demands Regular cumulative physical effort lifting supplies, pushing laundry cart and ironing using accurate hand-eye coordination associated with sewing and computer operation.</p>	<p><u>2.0</u></p>
<p>Sensory Demands Regular cumulative sensory effort sewing, computer operation, preparing invoices/purchase orders, filing and communicating with staff and residents.</p>	<p><u>2.0</u></p>
<p>Environment Occasional major disagreeable conditions such as interruptions, unpredictable weights and sharps.</p>	<p><u>3.0</u></p>

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