


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Healthy Lifestyle Program Assistant</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>230</u></p>
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<p>Decision Making Follows program guidelines when delivering routine services. Makes minor operating decisions when managing inventory.</p>	<p>Degree</p> <p><u>1.5</u></p>
<p>Education Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience No previous experience. Six (6) months on the job to obtain Food Safe certificate and become familiar with the program and region/facility/department policies and procedures.</p>	<p><u>2.0</u></p>
<p>Independent Judgement Follows established methods when assisting team members and clients. Has choice of action when ordering/purchasing food items.</p>	<p><u>2.0</u></p>
<p>Working Relationships Has regular contact with clients when assisting with food preparation requiring courtesy and tact.</p>	<p><u>2.5</u></p>

Impact of Action	Degree
Assists the Project Coordinator and Nutritionist to achieve better health for clients and their children to meet quality and service requirements. May require the Project Coordinator or Nutritionist to correct any inaccuracies in client data information. Inaccuracies in food purchases may result in a small monetary loss.	<u>1.0</u>
Leadership and/or Supervision Provides occasional orientation to volunteers.	<u>1.0</u>
Physical Demands Occasional physical effort carrying/lifting supplies, grocery shopping, cooking and driving.	<u>1.0</u>
Sensory Demands Occasional sensory effort measuring ingredients, reading and listening to clients.	<u>1.0</u>
Environment Little exposure to major disagreeable conditions such as steam, sharps and cleaning products.	<u>2.0</u>