


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Hostel Cleaner & 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>240</u></p>
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<p>Decision Making</p> <p>Responsible for providing a clean and sanitary environment for clients, staff and visitors and performing clerical duties. Decisions associated with reservations and placements are made from a limited number of pre-selected alternatives. Incumbents have some choice of action when prioritizing daily tasks.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 11.</p>	<p><u>1.0</u></p>
<p>Experience</p> <p>No previous experience. Six (6) months on the job to become familiar with housekeeping duties, hostel operations, basic bookkeeping, and region/facility/department policies and procedures.</p>	<p><u>2.0</u></p>
<p>Independent Judgement</p> <p>Hostel occupancy is determined using established procedures. Has some choice of action when prioritizing daily workload.</p>	<p><u>2.0</u></p>
<p>Working Relationships</p> <p>Has regular contacts with clients, staff and general public requiring courtesy, tact and cheerfulness.</p>	<p><u>2.5</u></p>

Impact of Action	Degree
<p>Provides hostel services and cleaning duties to meet quality and service requirements. Works in a high traffic area.</p> <p>Impacts resulting from walking on wet floors may result in minor injury/discomfort to others. Impacts from incorrect bookings or record keeping may affect activities based upon them.</p>	<u>2.0</u>
<p>Leadership and/or Supervision</p> <p>Provides orientation to staff.</p>	<u>1.0</u>
<p>Physical Demands</p> <p>Regular physical effort with heavy pushing and pulling, cleaning, mopping floors and making beds.</p>	<u>2.0</u>
<p>Sensory Demands</p> <p>Occasional sensory effort when performing bookkeeping and cleaning duties.</p>	<u>1.0</u>
<p>Environment</p> <p>Occasional major disagreeable conditions such as chemicals and interruptions.</p>	<u>3.0</u>

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