Job Evaluation Rating Document

		Code
Job Title	Head Laundry Services Worker	
Date	October, 2000	
Revised Date	2004, October 17, 2019	104
Revised Date	November 18, 2026	

Decision Making	**Degree**
Within limits of accepted practices, makes choices about work priorities when dealing with urgent laundry needs and regular work requirements. Prioritizes and arranges work schedules/staff to meet unexpected needs (e.g., extra laundry required during an outbreak.)	2.5

Education	**Degree**
Grade 12.	2.0

Experience	**Degree**
Twelve (12) months previous experience in an institutional laundry environment to consolidate knowledge and skills. Twelve (12) months on the job to learn scheduling, budgeting and collective agreements, to develop leadership coordination skills and become familiar with department policies and procedures.	5.0

Independent Judgement	**Degree**
Performs linen/laundry service tasks according to established procedures. Seeks direction when unable to deal with unexpected issues (e.g., equipment breakdown, linen/laundry shortages).	3.0

Working Relationships	**Degree**
Requires tact to discuss problems regarding filling orders, missing/damaged linen/laundry and establishing priorities. Regular contact with other employees when coordinating priority laundry requests.	2.5

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Impact of Action	**Degree**
May cause serious results through breakdown in services as a result of inadequate planning/scheduling (e.g., training, operating procedures).	2.5

Leadership and/or Supervision	**Degree**
Assigns, checks and maintains workflow of staff. Schedules and replaces staff.	3.0

Physical Demands	**Degree**
Frequent demand loading and unloading carts/machines, sorting, folding, reaching and heavy lifting.	3.0

Sensory Demands	**Degree**
Regular effort checking/sorting linen, filling orders, charting laundry weights, listening to equipment, report writing and dealing with multiple sensory demands.	2.0

Environment	**Degree**
Regular exposure to major conditions such as blood and body fluids, soiled linens and heat.	4.0