



Provincial Job Description

TITLE:
(068) Seamstress

PAY BAND:
6

FOR FACILITY USE:

SUMMARY OF DUTIES:

Sews, mends, labels, alters, reproduces, creates and modifies facility and personal linen/clothing.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ **Demonstrated sewing skills**
- ◆ **Basic computer skills**

EXPERIENCE:

- ◆ **Previous: Six (6) months previous experience to demonstrate sewing skills required to alter and mend.**

KEY ACTIVITIES:

A. Sewing

- ◆ **Mends and hems clothes.**
- ◆ **Labels items.**
- ◆ **Sews on buttons.**
- ◆ **Makes/sews booties, oven mitts, laundry bags and chair pads.**
- ◆ **Reproduces, creates, modifies and alters clothing/linen and speciality items such as equipment covers and transfer belts.**

B. Laundry

- ◆ **Sorts client/patient/resident clothing, hospital linen, uniforms and rags.**
- ◆ **Removes from inventory any linen that cannot be repaired.**

C. Uniform Preparation

- ◆ **Presses, sorts, hems and mends uniforms.**
- ◆ **Sizes and issues uniforms.**

D. Related Key Work Activities

- ◆ **Operates, cleans and maintains equipment.**
- ◆ **Computer operation.**
- ◆ **Maintains linen and uniform inventories.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 12, 2020