

Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Food Services Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>March 12, 2019</u></p>	<p>Code</p> <hr/> <p>100</p>
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<p>Decision Making</p> <p>Follows department guidelines when doing menu preparation/selections. Makes decisions on sequence of tasks (e.g., clerical duties). Menu choices are selected from pre-existing alternatives.</p>	<p>Degree</p> <hr/> <p>2.0</p>
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<p>Education</p> <p>Grade 12.</p>	<p>Degree</p> <hr/> <p>2.0</p>
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<p>Experience</p> <p>Six (6) months previous experience in a health setting to become familiar with nutrition and food services. Six (6) months on the job to become familiar with electronic software, special diets/abbreviations, equipment and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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<p>Independent Judgement</p> <p>Follows established methods in marking menus and preparing statistical reports. Required to do some limited analysis when tallying ledgers for meals provided.</p>	<p>Degree</p> <hr/> <p>2.5</p>
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<p>Working Relationships</p> <p>Requires courtesy and tact to answer calls regarding diet changes and assist clients/patients/residents with menu selections.</p>	<p>Degree</p> <hr/> <p>2.0</p>
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Food Services Clerk

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Impact of Action Untimely processing of patient menu changes may result in delay of services in other areas. Inaccurate transcription of diet information for clients on therapeutic diets may result in minor injury/discomfort.	Degree <u>2.0</u>
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to staff regarding electronic software.	Degree <u>1.5</u>
Physical Demands Occasional physical effort reaching, lifting, pushing with frequent periods of computer operation.	Degree <u>1.5</u>
Sensory Demands Occasional sensory effort listening to clients/patients/residents, reading and writing, with regular periods of computer operation.	Degree <u>1.5</u>
Environment Occasional minor exposure to disagreeable conditions such as sharp objects, toner and interruptions.	Degree <u>2.0</u>