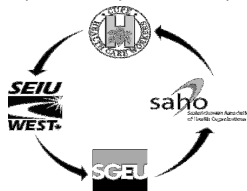


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Food Services Clerk</u> Date <u>October, 2000</u> Revised Date <u>2004</u> Revised Date _____	Code <u>100</u>
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Decision Making 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.	Degree <u>2.0</u>
Education Grade 12.	<u>2.0</u>
Experience Six (6) months previous experience in a health setting to become familiar with food service. Six (6) months on the job to become familiar with payroll codes, special diets, department equipment and to become familiar with region/facility/department policies and procedures.	<u>4.0</u>
Independent Judgement Follows established methods in marking menus and preparing statistical reports. Required to do some limited analysis when tallying ledgers for meals provided for various departments/programs.	<u>2.5</u>
Working Relationships Requires courtesy and tact to answer calls regarding diet changes and assist clients/patients/residents with menu selections.	<u>2.0</u>

Impact of Action	Degree
<p>Provides clerical support to the food services department to meet quality and service requirements. Untimely processing of patient menu changes may result in delay of services in other areas (e.g., Nursing, Therapies).</p> <p>Inaccurate transcription of diet information for clients on therapeutic diets (e.g., allergy diets) may result in minor injury/discomfort.</p>	<u>2.0</u>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p> <p>Provides functional guidance to staff on the usage of food services software.</p>	<u>1.5</u>
<p>Physical Demands</p> <p>Occasional physical effort keyboarding, reaching, lifting office supplies with periods of pushing heavy food carts</p>	<u>1.5</u>
<p>Sensory Demands</p> <p>Occasional sensory effort listening to clients/patients/residents, reading and writing, with regular visual use of personal computer.</p>	<u>1.5</u>
<p>Environment</p> <p>Occasional minor exposure to disagreeable conditions such as sharp objects, cleaning chemicals and unpredictable weights (e.g., heavy food carts).</p>	<u>2.0</u>