


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Head Laundry Services Worker</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>104</u></p>
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<p><b>Decision Making</b></p> <p>Within limits of accepted practice, 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 needs during a flu outbreak.)</p>	<p><b>Degree</b></p> <p><u>3.0</u></p>
<p><b>Education</b></p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p><b>Experience</b></p> <p>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 region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Performs laundry service tasks according to established procedures. Seeks direction when unable to deal with unexpected issues (e.g., equipment breakdown, laundry shortages)</p>	<p><u>3.0</u></p>
<p><b>Working Relationships</b></p> <p>Requires tact to discuss problems regarding filling orders, missing/damaged laundry and establishing priorities.</p> <p>Regular contact with other employees when coordinating priority laundry requests.</p>	<p><u>3.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Coordinates resources to provide laundry services. Ensures the delivery of laundry services meet quality service standards. May cause serious results through breakdown in services as a result of inadequate planning/scheduling (e.g., training, operating procedures).	<u>2.5</u>
<b>Leadership and/or Supervision</b> Assigns, checks and maintains workflow of staff. Schedules and replaces staff.	<u>3.0</u>
<b>Physical Demands</b> Frequent physical demand loading and unloading carts/machines, sorting, folding, reaching and heavy lifting.	<u>3.0</u>
<b>Sensory Demands</b> Regular sensory effort checking/sorting linen, filling orders, charting laundry weights, listening to equipment, report writing and dealing with multiple sensory demands.	<u>2.0</u>
<b>Environment</b> Regular exposure to major conditions such as blood and body fluids, soiled linens, heat, and steam.	<u>4.0</u>