



Provincial Job Description

TITLE:
(118) Hostel Attendant

PAY BAND:
4

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs duties related to the day-to-day operation of the hostel.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal and communication skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Reception / Clerical

- ◆ Greet public and provides general information.
- ◆ Provides reception and switchboard duties; takes messages and pages individuals.
- ◆ Admits/discharges clients.
- ◆ Provides wake-up calls.
- ◆ Issues parking permits.
- ◆ Performs data entry, generates reports.
- ◆ Processes mail.
- ◆ Books rooms.
- ◆ Controls rental equipment.
- ◆ Collects payment, issues receipt and maintains accounts receivable.
- ◆ Photocopies/faxes.

B. Public Relations / Liaison

- ◆ Promotes the hostel.
- ◆ Orientates clients.
- ◆ Provides information to clients and general public.
- ◆ Assists clients with phone calls.
- ◆ Deals with disorderly conduct.
- ◆ Liaises with security services, WCB, SGI and various hospital departments.

C. Related Key Work Activities

- ◆ Performs various housekeeping duties.
- ◆ Monitors hallways and common areas.
- ◆ Notifies appropriate department regarding maintenance, fire and security requirements.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

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: 2005

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