



# *Provincial Job Description*

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***TITLE:***  
**(148) Uniform Clerk**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Provide clean uniforms and laboratory coats to staff.**

***QUALIFICATIONS:***

- ◆ **Grade 10**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Ability to work independently**

***EXPERIENCE:***

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

**KEY ACTIVITIES:**

**A. Uniforms**

- ◆ Fits and orders uniforms.
- ◆ Tags uniforms in need of repair / alterations and sends to laundry.
- ◆ Returns unused or not needed uniforms.
- ◆ Sorts clean uniforms and lab coats and puts away/hands out uniforms to staff.
- ◆ Delivers uniforms/scrubs to appropriate departments, carts or holding area.
- ◆ Sorts soiled linen, uniforms and lab coats.
- ◆ Performs minor repairs to uniforms.

**B. Related Key Work Activities**

- ◆ Issues lockers to new staff, files requisitions.
- ◆ Maintains log books for lockers.
- ◆ Maintains records for staff uniforms.
- ◆ Orders supplies and linen.
- ◆ Delivers carts.
- ◆ Launders special items.
- ◆ 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:**

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**SGEU:**

**SAHO:**

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**Date: 2005**

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