



Provincial Job Description

TITLE:
(148) Uniform Clerk

PAY BAND:
2

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provide clean uniforms and laboratory coats to staff.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Ability to work independently**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Uniforms

- ◆ Sorts clean uniforms and lab coats and puts away/hand out uniforms to staff.
- ◆ Identify uniforms in need of repair and return accordingly.

B. Related Key Work Activities

- ◆ Issues lockers to new staff, files requisitions.
- ◆ Maintains log books for lockers.
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 12, 2020