


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Healthy Lifestyle Program Assistant</u></p> <p>Date <u>October 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>October 2018</u></p>	<p>Code</p> <p><u>230</u></p>
--	---	--------------------------------------

<p>Decision Making</p> <p>Follows program guidelines when delivering services. Makes minor operating decisions when purchasing supplies.</p>	<p>Degree</p> <p><u>1.5</u></p>
---	--

<p>Education</p> <p>Grade 12.</p>	<p>Degree</p> <p><u>2.0</u></p>
--	--

<p>Experience</p> <p>No previous experience. Six (6) months on the job to obtain Food Safe Certificate and become familiar with the program and department policies and procedures.</p>	<p>Degree</p> <p><u>2.0</u></p>
--	--

<p>Independent Judgement</p> <p>Follows established methods when assisting team members and clients. Has choice of action when ordering/purchasing supplies.</p>	<p>Degree</p> <p><u>2.0</u></p>
---	--

<p>Working Relationships</p> <p>Has regular contact with clients when assisting with food preparation requiring courtesy and tact.</p>	<p>Degree</p> <p><u>2.5</u></p>
---	--

Job Title

Healthy Lifestyle Program Assistant

Code

230

<p>Impact of Action</p> <p>May require the Project Coordinator or Nutritionist to correct any inaccuracies in client data information. Inaccuracies in food purchases may result in a small monetary loss.</p>	<p>Degree</p> <p>1.0</p>
<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>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Occasional physical effort carrying/lifting supplies, grocery shopping, cooking and driving.</p>	<p>Degree</p> <p>1.0</p>
<p>Sensory Demands</p> <p>Occasional sensory effort measuring ingredients, reading and listening to clients.</p>	<p>Degree</p> <p>1.0</p>
<p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as steam and cleaning products.</p>	<p>Degree</p> <p>2.0</p>