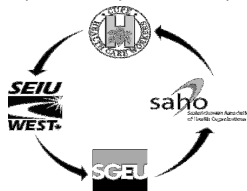


## Job Evaluation Rating Documentation

<b>CUPE, SEIU, SGEU, SAHO</b> 	<b>Job Title</b> <u>Entrance Attendant</u> <b>Date</b> <u>March, 2011</u> <b>Revised Date</b> _____ <b>Revised Date</b> <u>December 13, 2013</u>	<b>Code</b> <u>462</u>
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<b>Decision Making</b> Follows clearly prescribed practices. Decisions on sequence of tasks completed are part of minor operating decisions. Solutions to issues are selected from a number of pre-existing alternatives (e.g., controls traffic flow, directions to visitors, patients and staff).	<b>Degree</b> <u>2.0</u>
<b>Education</b> Grade 10.	<u>1.0</u>
<b>Experience</b> No previous experience. Three (3) months on the job to become familiar with layout of grounds/facility and region/facility/department policies and procedures.	<u>1.0</u>
<b>Independent Judgement</b> Follows established methods when assisting patients/visitors with mobility issues in/out of vehicles and to/from hospital/facility or resolving customer issues/inquiries.	<u>2.0</u>
<b>Working Relationships</b> Has regular contact with patients/visitors requiring courtesy and tact when assisting/transferring them.	<u>2.5</u>

<b>Impact of Action</b>	<b>Degree</b>
Greets and assists patients/visitors/staff to meet quality and service requirements. Minor injury may occur when transferring clients/patients/residents in and out of vehicles. Providing incorrect directions to clients/patients/residents may cause embarrassment.	<u>2.0</u>
<b>Leadership and/or Supervision</b> May show others how to perform tasks or duties. Familiarizing new employees with the work area and processes.	<u>1.0</u>
<b>Physical Demands</b> Frequent physical effort walking, standing, lifting, pushing, pulling.	<u>3.0</u>
<b>Sensory Demands</b> Regular sensory effort listening attentively when assisting patients/visitors/staff.	<u>1.5</u>
<b>Environment</b> Occasional exposure to major conditions such as severe weather, excessive/unpredictable weights and exposure to verbal abuse.	<u>3.0</u>