



# *Provincial Job Description*

---

**TITLE:**  
**(050) Ancillary Services Clerk**

**PAY BAND:**

---

**FOR FACILITY USE:**

---

**SUMMARY OF DUTIES:**

**Provides mailroom, canteen, print shop and apparel services. Oversees clients working in the facility client employment program.**

**QUALIFICATIONS:**

- ◆ **Grade 12**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Intermediate computer skills**
- ◆ **Organizational, leadership and administrative skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Ability to work with special needs clients**

**EXPERIENCE:**

- ◆ **Previous: Twelve (12) months previous printing, office, stores or purchasing services experience.**

## ***KEY ACTIVITIES:***

### **A. Print Shop**

- ◆ Standardizes forms for facilities in the region.
- ◆ Develops/updates forms (e.g., scans logos).
- ◆ Maintains hard/electronic copies of all forms.
- ◆ Prints/binds/cuts forms for the region.
- ◆ Maintains print shop equipment.
- ◆ Orders and maintains an inventory of printing material (e.g., paper and ink supplies).
- ◆ Checks invoices and packing slips on all materials received.
- ◆ Liaises with external vendors for printing services.
- ◆ Provides information for billing of forms delivered.
- ◆ Maintains statistics of volume and costs.
- ◆ Identifies, files, prints and delivers work orders.

### **B. Mail Room**

- ◆ Receives, sorts and processes mail.

### **C. Canteen**

- ◆ Orders and receives stock for canteen.
- ◆ Maintains an inventory of canteen supplies (e.g., stock rotation).
- ◆ Reconciles invoices.
- ◆ Balances daily cash receipts/disbursements.
- ◆ Coordinates a client program for recycling bottles.
- ◆ Receives funds and maintains cash flow reports from bottle exchange.

### **D. Apparel**

- ◆ Fits and purchases clothing for clients.
- ◆ Fills requisitions for client apparel.
- ◆ Maintains an inventory of apparel.
- ◆ Performs inventory counts.
- ◆ Checks and reconciles invoices.
- ◆ Maintains monthly budget.
- ◆ Maintains volume and cost statistics.
- ◆ Processes donated and recycled apparel.

**E. Administration / Client Observation**

- ◆ Provides input into policies and procedures.
- ◆ Prioritizes work and observes clients (e.g., canteen, print shop, mail room).
- ◆ Oversees clients working in the employment program where clients prepare to re-enter the community.
- ◆ Liaises with therapy/nursing staff regarding progress of clients.
- ◆ Provides occasional guidance to the primary function of others, including training.

*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***