


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Hostel Attendant</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>November 6, 2019</u></p>	<p>Code</p> <p><u>118</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices while providing hostel accommodations. Issues or problems have causes that are easily identified such as client disorderly conduct.</p>	<p>Degree</p> <p><u>2.0</u></p>
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<p>Education</p> <p>Grade 12.</p>	<p>Degree</p> <p><u>2.0</u></p>
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<p>Experience</p> <p>No previous experience. Six (6) months on the job to become familiar with booking, billing, reception, receivables and department policies and procedures.</p>	<p>Degree</p> <p><u>2.0</u></p>
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<p>Independent Judgement</p> <p>Follows established methods admitting/discharging/billing clients. Resolves minor reception, housekeeping and security issues.</p>	<p>Degree</p> <p><u>2.5</u></p>
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<p>Working Relationships</p> <p>Requires courtesy and tact when dealing with clients and families on a regular basis. Uses discretion when dealing with client information.</p>	<p>Degree</p> <p><u>2.5</u></p>
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Impact of Action Impacts from incorrect bookings or billings are usually contained and have a minor impact with little monetary loss.	Degree 1.0
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	Degree 1.0
Physical Demands Occasional physical effort writing, computer operation, filing, sorting, cleaning and operating switchboard with periods of data entry requiring accurate coordination of fine motor skills.	Degree 1.5
Sensory Demands Occasional sensory effort computer operation, reading, writing, telephone, reception and listening to clients and families.	Degree 1.0
Environment Little exposure to major hazards such as infectious disease and abusive behaviour.	Degree 2.0