


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Uniform Clerk</u></p> <p>Date <u>October 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>February 12, 2020</u></p>	<p>Code</p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">148</p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when distributing uniforms and issuing lockers.</p>	<p>Degree</p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">1.5</p>
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<p>Education</p> <p>Grade 10.</p>	<p>Degree</p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">1.0</p>
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<p>Experience</p> <p>No previous experience. Three (3) months on the job to become familiar with department policies and procedures.</p>	<p>Degree</p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">1.0</p>
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<p>Independent Judgement</p> <p>Clearly established methods are used when distributing uniforms and issuing lockers. Exercises some choice of action when dealing with lost items.</p>	<p>Degree</p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">2.0</p>
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<p>Working Relationships</p> <p>Requires courtesy and tact when assigning lockers and dealing with lost items.</p>	<p>Degree</p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">1.5</p>
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Uniform Clerk

Code

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<p>Impact of Action</p> <p>Lost uniforms may require the work of others to trace. Inappropriate logging of locker assignments may lead to a shortage in lockers.</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>Regular physical effort sorting, folding and distributing uniforms.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Occasional sensory effort documenting and sorting uniforms.</p>	<p>Degree</p> <p>1.0</p>
<p>Environment</p> <p>Little exposure to disagreeable conditions such as blood/body fluids, sharp objects and unpredictable weights.</p>	<p>Degree</p> <p>2.0</p>