



# *Provincial Job Description*

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**TITLE:**  
**(227) Seamstress & Linen Coordinator**

**PAY BAND:**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Purchases and distributes linen/resident clothing/uniforms for all region facilities. Provides sewing and mending services.**

**QUALIFICATIONS:**

- ◆ **Grade 12**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Demonstrated sewing skills**
- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Organizational and communication skills**

**EXPERIENCE:**

- ◆ **Previous:** Six (6) months previous experience with demonstrated sewing skills to design, alter and mend.

## ***KEY ACTIVITIES:***

### **A. Purchase / Distribute Linen**

- ◆ Provides input into linen tendering process.
- ◆ Confers with suppliers regarding linen.
- ◆ Prepares purchase orders (e.g., faxes and phones orders).
- ◆ Receives shipment, verifies stock.
- ◆ Codes invoices.
- ◆ Maintains inventory.
- ◆ Issues linen as requested by other facilities.
- ◆ Arranges, packs and ships linen.
- ◆ Maintains records/filing system.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

### **B. Label / Mend / Purchase Resident Clothing**

- ◆ Labels and records resident clothing.
- ◆ Stores off-season clothing.
- ◆ Collects, alters, repairs, fits and discards resident clothing.
- ◆ Designs specialized clothing for special needs residents.
- ◆ Collects accounts for and packs resident clothing at time of discharge.
- ◆ Books clothing company parties; sizes and orders clothing.
- ◆ Makes and mails clothing labels for region facilities.

### **C. Label / Mend Facility Linen**

- ◆ Operates various equipment (e.g., sewing machine, serger).
- ◆ Collects, mends and discards facility linen.
- ◆ Cuts, sews, designs new linen for facilities, (e.g., restraint ties, blankets, slings, mitts).
- ◆ Labels new linen (e.g., sews, Thermopatch).

### **D. Staff Uniforms**

- ◆ Purchases, fits, alters, repairs and records staff uniforms.

**E. Related Key Work Activities**

- ◆ Cleans and maintains equipment (e.g., serger and sewing machines).
- ◆ Removes garbage.
- ◆ Cleans drawers and shelves.
- ◆ Sweeps resident storage area.
- ◆ Cleans floors and shelves yearly.

*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:**

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**SGEU:**

**SAHO:**

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**Date: 2005**