


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Entrance Attendant</u></p> <p><b>Date</b> <u>March 2011</u></p> <p><b>Revised Date</b> <u>December 13, 2013</u></p> <p><b>Revised Date</b> <u>June 16, 2022</u></p>	<p><b>Code</b></p> <hr/> <p style="text-align: center;">462</p>
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<p><b>Decision Making</b></p> <p>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).</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">2.0</p>
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<p><b>Education</b></p> <p>Grade 10.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">1.0</p>
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<p><b>Experience</b></p> <p>No previous experience. Three (3) months on the job to become familiar with layout of grounds/facility and department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">1.0</p>
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<p><b>Independent Judgement</b></p> <p>Follows established methods when transporting patients/visitors with mobility issues or resolving customer issues/inquiries.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">2.0</p>
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<p><b>Working Relationships</b></p> <p>Has regular contact with patients/visitors requiring courtesy and tact when providing information.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">2.5</p>
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Entrance Attendant

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<p><b>Impact of Action</b></p> <p>Minor discomfort may occur if verbally abusive individuals are not reported. Providing incorrect directions to clients/patients/residents may cause embarrassment.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>May show others how to perform tasks or duties. Familiarizing new employees with the work area and processes.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Physical Demands</b></p> <p>Frequent physical effort walking, standing, lifting, pushing, pulling.</p>	<p><b>Degree</b></p> <p>3.0</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort listening attentively when assisting patients/visitors/staff.</p>	<p><b>Degree</b></p> <p>1.5</p>
<p><b>Environment</b></p> <p>Occasional exposure to major conditions such as severe weather, excessive/unpredictable weights and exposure to verbal abuse.</p>	<p><b>Degree</b></p> <p>3.0</p>