

JOB DESCRIPTION

Benchmark Job #066

Ministry: BC Mental Health Society
Branch: Material Resources
Location: Riverview Hospital

Working Title: **Labourer**
Level: Range 6
Classification: Labourer

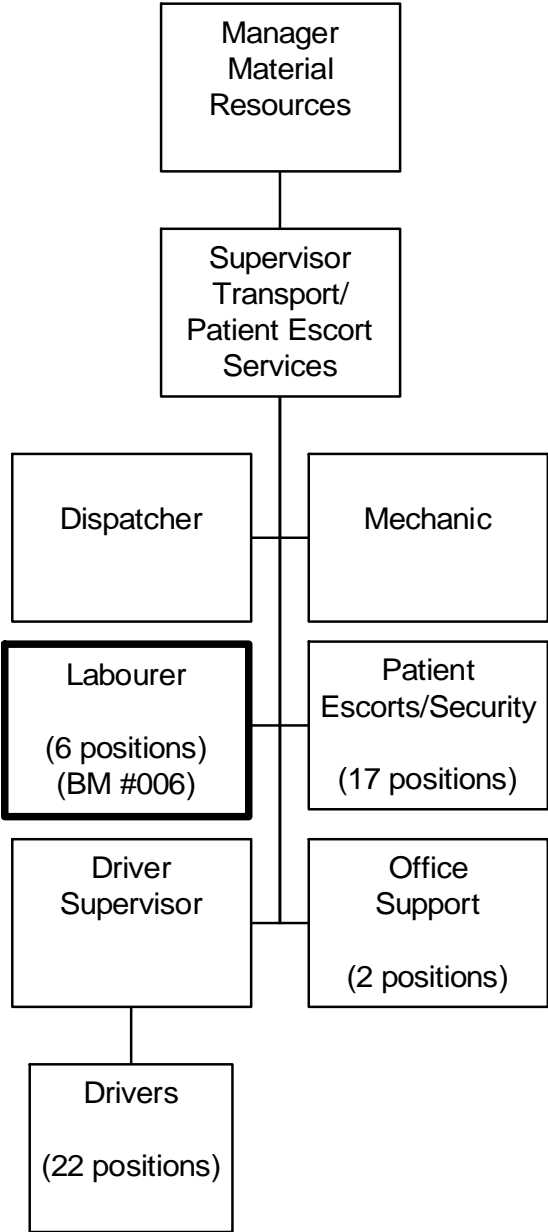
PRIMARY FUNCTION

To load, unload and deliver goods and supplies at Riverview Hospital.

JOB DUTIES AND TASKS

1. Loads, unloads and delivers goods and supplies
 - a. loads and unloads meal wagons, laundry wagons, furniture, patient belongings, baskets and equipment using pallet jacks, wagons and power skids
 - b. delivers goods and supplies to wards and obtains signature for deliveries
 - c. directs truck driver when backing up truck and operates power tailgate
 - d. completes audit sheets when hooking up meal wagons and reports any damage or malfunctions

2. Performs other related duties
 - a. sets up furniture for meetings, special events and patient programs
 - b. moves and stores lawn furniture on a seasonal basis
 - c. signs for goods and supplies picked up from stores and dispersal areas
 - d. ensures proper count of milk and bread for meal wagons and supplies for wards
 - e. orients new employees



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know several work tasks and understand instructions to manually load, count supplies, check off audit sheets, off load and deliver meal and laundry wagons to various locations.</p>	A	20
2	<p>MENTAL DEMANDS Judgement to carry out specified delivery tasks and follow delivery schedules to load, unload and deliver meal and laundry wagons, refer problems to supervisor.</p>	A	20
3	<p>INTERPERSONAL COMMUNICATION SKILLS Courtesy required to exchange information related to delivery duties with co-workers and supervisor.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to manually manoeuvre heavy objects such as laundry wagons, furniture and equipment.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by set routines, makes minor changes in known job tasks to deliver and pick up meal and laundry wagons and report on condition of wagons to supervisor.</p>	A	15
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to sign when obtaining goods to acknowledge receipt as the person available.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to operate wagons and power skids.</p>	B	10

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to operate manual pallet movers and tailgate lift where others are exposed.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Normal attention to detail to occasionally visually and by touch count items on meal wagons.	A	3
11	PHYSICAL EFFORT Very heavy physical effort to frequently lift, carry, push and pull heavy meal and linen wagons, bread and milk orders, supplies, furniture and equipment.	F	30
12	SURROUNDINGS Exposure to all weather conditions regularly.	B	4
13	HAZARDS Significant exposure to hazards from frequently pushing and pulling heavy weight meal wagons in an institution.	D	9

Total Points: 151

Level: Range 6