

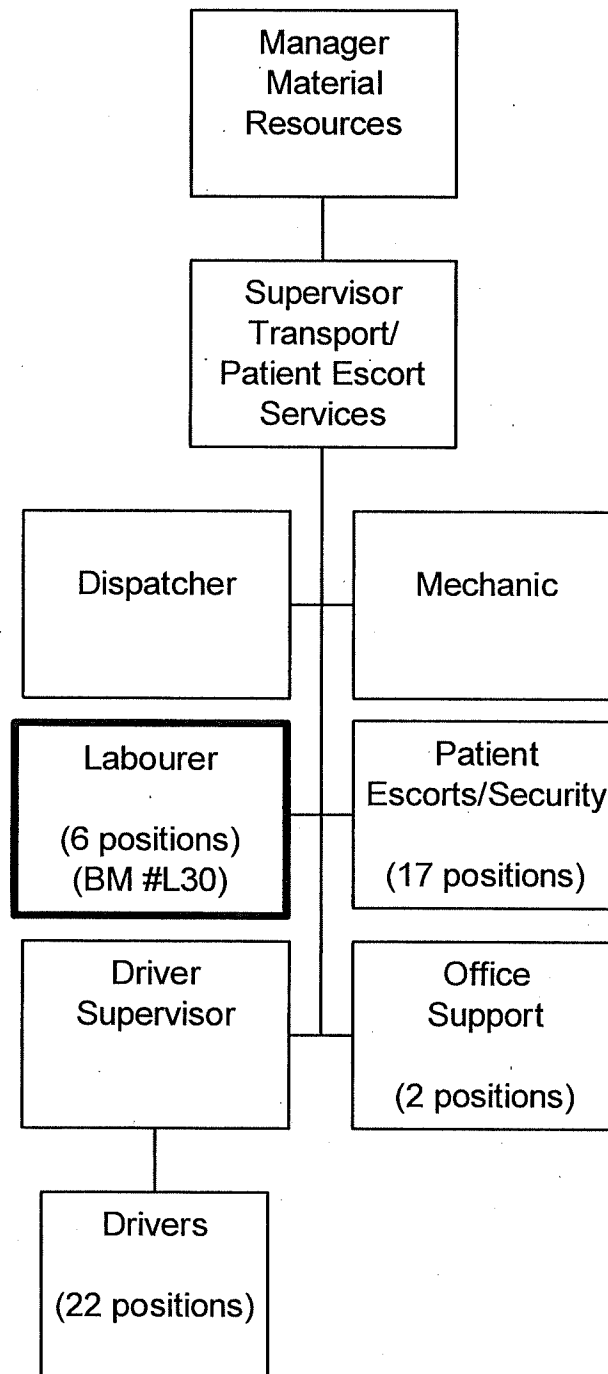
Ministry: BC Mental Health Society Working Title: Labourer
Branch: Material Resources Level: Range 6
Location: Riverview Hospital

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



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	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.	A	20
2	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.	A	20
3	INTERPERSONAL COMMUNICATION SKILLS Courtesy required to exchange information related to delivery duties with co-workers and supervisor.	A	10
4	PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to manually manoeuvre heavy objects such as laundry wagons, furniture and equipment.	B	10
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 1 <u>Comparative Effects:</u> 1a Guided by set routines, affects program delivery by delivering and picking up meal and laundry wagons and reports on condition of wagons to supervisor.	A	15
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to sign when obtaining goods to acknowledge receipt as the person available.	A	5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to operate wagons and power skids.	B	10

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	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