
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Clerk General

Grid: 10

Class Title: Clerk II, Food Services

I. Level Definition

Positions at this level function under general supervision and perform clerical duties related to the maintenance of patient dietary records and related tallying, copying and general clerical duties.

II. Typical Duties

1. Updates dietary records daily as required by patient admissions, discharges, transfers and dietary orders.
2. Adds heading information on patient menus in accordance with dietary classification and distributes to patients.
3. Tallies menu items required for production from items selected on patient menus.
4. Types material such as diets, menus, correspondence from drafts or revisions.
5. Answers telephones; transfers calls, takes messages or answers routine enquiries.
6. Maintains filing system for correspondence and departmental records.
7. Maintains statistical records such as patient meals prepared and prepares summary totals as required.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.