

**[7] MISCELLANEOUS**

**INDEX OF  
COMMUNITY SUBSECTOR – MISCELLANEOUS BENCHMARKS**

**[7] MISCELLANEOUS**

| <u>BENCHMARK TITLE</u>      | <u>HSCIS CODE</u> | <u>INDEX #</u> |
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| Community Retail Clerk      | 85202             | 7-1            |
| Community Retail Supervisor | 85203             | 7-2            |

CLASSIFICATION GRID: 4

BENCHMARK TITLE: COMMUNITY RETAIL CLERK

BENCHMARK NUMBER: 85202

JOB FAMILY: MISCELLANEOUS

**SCOPE AND LEVEL DEFINITION**

Assists in the operation of a community retail store by performing duties such as serving customers, operating a cash register, maintaining inventory, and cleaning.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Serves customers by performing duties such as assisting in the selection of items, and providing information.
2. Performs cashier duties such as operating a cash register, collecting payments, providing change and receipts, and bagging items.
3. Accounts for sales by performing duties such as counting cash, receipts, and vouchers, recording sales, balancing floats, and preparing bank deposit slips.
4. Maintains inventory by performing duties such as unpacking items, stocking shelves, preparing displays, rotating stock, pricing items, separating charity and sale items, and distributing free items.
5. Makes arrangements for picking up donated items. Prepares donated items for sale by pricing, rotating stock, and displaying. Disposes of items as required.
6. Performs cleaning duties such as dusting and washing shelves and counters, dusting stock items, cleaning windows, sweeping and mopping floors, and cleaning and disinfecting washrooms.
7. Provides direction to volunteers, and monitors and assists as required.
8. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Grade 12
- Recent, related experience of six months  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to handle cash and make change

**BENCHMARK**  
***Community Retail***  
***Supervisor***

**COMMUNITY SUBSECTOR COLLECTIVE AGREEMENT**

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CLASSIFICATION GRID: 5

BENCHMARK TITLE: COMMUNITY RETAIL SUPERVISOR

BENCHMARK NUMBER: 85203

JOB FAMILY: MISCELLANEOUS

**SCOPE AND LEVEL DEFINITION**

Oversees the daily operation of a community retail store by performing duties such as maintaining pricing and inventory control systems, and performing supervisory record keeping and accounting duties. May supervise community retail staff.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Maintains pricing and inventory control systems for a retail store by performing duties such as preparing inventory records, determining retail prices, and performing inventory counts of store items.
2. Performs supervisory record keeping and accounting duties such as verifying, compiling, and balancing sales records for specified accounting periods (e.g., daily, weekly, monthly), identifying and investigating anomalies, preparing floats, monitoring expenditures, and making bank deposits.
3. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
4. Performs purchasing duties such as reviewing inventory, determining requirements, contacting suppliers, obtaining costing information, determining purchase volume, and ordering as required, in accordance with policy.
5. Makes arrangements for picking up donated items. Prepares donated items for sale by pricing, rotating stock, and displaying. Disposes of items as required.
6. Provides direction to volunteers, and monitors and assists as required.
7. Serves customers by performing duties such as assisting in the selection of items, and providing information.
8. Performs cashier duties such as operating a cash register, collecting payments, providing change and receipts, and bagging items.
9. Arranges for cleaning and maintenance of store areas, stock, and equipment. Performs cleaning duties as required.

**BENCHMARK  
Community Retail  
Supervisor**

**COMMUNITY SUBSECTOR COLLECTIVE AGREEMENT**

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10. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Grade 12
- Basic bookkeeping course
- Recent, related experience of two years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to handle cash and make change
- Ability to supervise

# APPENDIX 1

## Implementation And Maintenance Of Union Affiliation Ratio

### A. Implementation To Achieve Union Affiliation Ratio

1. HEU and BCGEU will retain the Union affiliation of the positions that their respective members held at the time of transfer to the Poly-Party Certification.
2. The parties recognize that because there has been an absence of instruction to the employer about how to designate positions to the two Unions since the formation of the PHSA Corporate Services Unit, the employer has designated most if not all positions to the HEU.
3. In order to correct the number of members and positions each party should hold, the parties will each designate a representative to review the number of members affiliated to each Union at the time of department transfer into the Poly-Party Certification since the establishment of the PHSA CSU. Based on this review, the parties will agree on the number of positions that the BCGEU needs to recover to achieve the ratio of membership held at the time of transfer, which shall be no less than one-quarter BCGEU and three-quarters HEU members.
4. To expedite the BCGEU recovery of positions lost as described in Section A 2) of this Appendix, the parties agree that:
  - (i) HEU members in existing positions at Riverview and Forensic shall be provided the option to have the union affiliation for their position change from the HEU to the BCGEU prior to new postings, and
  - (ii) All new postings, whether for new or existing vacant positions, at the Riverview, Forensic, or Lane Level Lab sites, will be designated to the BCGEU until the ratio of membership agreed to by the Parties in the process in Section A 3) of this Appendix is achieved.

### B. Maintaining Union Affiliation Ratio

1. Once the union affiliation ratio is corrected through the process set out in Section A of this Appendix, every fourth posting for a new position will be posted as a BCGEU position, with all other new positions posted as HEU positions.
2. Once a position is designated to a union, future postings, including temporary postings, for that position will continue to be designated to that union.

3. Members doing casual work take their union affiliation with them, unless they accept a posting, in which case the union affiliation is described in 2 above.

4. The parties will each designate a representative to monitor the ratio on an ongoing basis.