Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
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<td>Aide</td>
<td>12456</td>
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<td>4Apr2012</td>
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General Workforce Requirements

General requirements for the Church workforce:
- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church Service Missionary position assists operations in a variety of routine, simple tasks or job responsibilities. This position is ideal for non-supervisory or non-technical type of work.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Assists operations in a variety of routine, simple tasks or job responsibilities. This position is ideal for non-supervisory or non-technical type of work. This position usually requires a fairly high level of supervision, particularly at the initial stages of job entry. Job responsibilities and duties are determined by the immediate supervisor.

- Be willing to learn and stay on task.
- Be on time with the assigned work schedule.
- Have a positive attitude and a willingness to serve.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- Be willing to learn and stay on task.
- Be on time with the assigned work schedule.
- Have a positive attitude and a willingness to serve.