

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.

Job title	Job code	Grade level	Approval date
Production Worker	12469		11Apr2012

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 exists to assist in the production of quality goods (non-food items) that will be distributed through Bishop Storehouses, and possibly other Church outlets, to primarily provide for the poor and needy.

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.

- Produces a variety of humanitarian goods using equipment and machinery pertinent to a specific operations facility.
- Requires some knowledge of production operations, machines, equipment and processes.
- May set up own machinery and equipment where operations are relatively simple. Guidance from supervisors is available.
- Greets and presents safety guidelines and general production processes to all volunteers and patrons.
- May assist staff in supervisory or training capacities during facilities production.
- Fills in as needed if volunteers do not come in as scheduled.
- Typically is supervised by an Operations Supervisor or an Assistant Operations Manager.
- Commitment: At least 8 hours/week (usually 3-4 days/week) and for a minimum of 6 months duration.

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.

- Have good people and leadership skills.
- Have a willingness to supervise volunteers, particularly on cleanup / sanitation operations after a production phase.
- Must be in good physical condition, and able to do light lifting (30+ lbs) on a routine basis.
- Be able to assist in facilities security as assigned.
- May be required to operate production loading equipment (i.e. forklift), so either have experience with this equipment or a willingness to be trained and certified for it's safe operation.