

## 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
Truck Driver	12462		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 transports goods and materials by vehicle to distribution and Operation locations in order to meet the various humanitarian and work needs of the Church.

### 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.

- Operates vehicles (primarily vans or trucks) in accordance with established safety procedures.
- Transports passengers and/or cargo (goods and supplies) to and from specified destinations in a timely manner, particularly when dealing with fresh or frozen foods.
- May load, secure and unload cargo in a safe, undamaged condition (i.e., high tech computer equipment).
- Maintains radio or telephone contact with supervisor or dispatcher to receive delivery or pickup instructions.
- Ensures vehicle's road worthiness. Notifies supervisor of current or anticipated vehicle repair needs. Performs minor emergency road service.
- Typically reports to an Operations Supervisor or an Assistant Operations Manager.

### 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.

- Must have a current state driver license; if a CDL is needed, be willing to study and take the driving exam necessary to procure one.
- Should have a safe driving record as determined by the immediate supervisor (i.e., no chronic history of DUI violations)
- Use common sense when dealing with heavy traffic routes to and from destinations.
- May be required to lift 30+ lbs on a routine basis, though some accommodation for physical limitations can be provided on approval of the immediate supervisor.