

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
Home Storage Center Worker	12479		12Apr2012

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 food items and goods for use by patrons in Home Storage. (This position is very similar to both a Food Processing Worker and a Production Worker).

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.

- Supervises and trains volunteers and patrons as they process food items and goods for Home Storage and family preparedness.
- Greets volunteers and patrons, and provides training / general information on the production operations.
- Assists staff as a floor supervisor during production phases.
- Fills in as needed if volunteers do not come as assigned.

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.