

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
Bishop Storehouse Manager	10740		01-22-2011

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.

1. Bishops' Storehouse Services provides work and service opportunities that edify, build character, and foster self-reliance, while efficiently distributing quality food for bishops to provide to 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.

1. Administer the ongoing day-to-day operation of the Bishops' Storehouse, including the store, office, warehouse, and loading dock
2. Manage the ordering of perishable commodities, petty cash disbursements, and accounts payable processes
3. Supervise and train volunteers and service missionaries
4. Monitor inventory levels of commodities
5. Order and receive products and commodities
6. Act as a facility manager
7. Properly maintain the facilities and equipment
8. Act as the welfare liaison with the FM Group and all other building occupants
9. Supervise diverse groups
10. Oversee warehouse and storefront
11. Manage truck delivery of orders
12. Maintain truck, forklifts, and building
13. Project long-range needs
14. Maintain cleanliness of facility

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.

1. Work well with others in both subordinate and leadership roles
2. Able to mentor and train others
3. Some prior Church leadership experience
4. Organization skills helpful
5. Lift 35 pounds from floor to chest height
6. Administrative skill in an automated office
7. Inventory and office management skills