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 Worker | 10739 | | 01-22-2011

<table>
<thead>
<tr>
<th>General Workforce Requirements</th>
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</thead>
<tbody>
<tr>
<td>General requirements for the Church workforce:</td>
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<tr>
<td>• Temple worthiness</td>
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<tr>
<td>• Regular attendance and timely arrival at the assigned location</td>
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</tbody>
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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.

Bishops’ Storehouse Services provides work and service opportunities that edify, build character, and foster self-reliance, while efficiently producing and 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.

Assist storehouse patrons with orders
Provide support to storehouse managers
Stocking shelves
Pulling and packing orders
Light office work

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.

Able to be on feet for periods of time
Able to lift up to 50 pounds, repeated bending and stooping
Perform office or word processing tasks
Personable, compassionate
Good disposition
Enjoy serving people