

## 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

### 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.

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