

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please 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.

Job Title	Job Code	Grade Level	Approval Date
Book Repair Specialist	CSM		

Purposes

In The Family History Department: this Church-Service Missionary (CSM) position exists to assist in ensuring that all bound materials used by staff and patrons are in good repair by repairing the bindings these materials.

Responsibilities

90% of of CSM's time will be spend repairing bound material in the Family History Library. Will inspect, determine the best method to repair the document and initiate the repair. Will also inspect books being returned from commercial binderies.

Qualifications

Needs good eyesight and eye - hand coordination as well as general manual dexterity. Able to walk for medium distance and to be able to stand for extended periods.

Ability to use hands to repair books as well as having the mental skills to do a variety of book repair techniques, including sewing and to be able to remember each process.

Some skills in small machine repairs is helpful. Ability to work alone and also to get along well with others is important.