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
Food Processing Worker     10751      Grade 5       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.

This Church Service Missionary position exists to assist in the production of quality food items that will be distributed through Bishop Storehouses to provide for 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.

Supervise and train volunteers and patrons as they perform various functions of the facilities operation
Greet and present safety/general information orientation to all volunteers and patrons
Assist staff as a floor supervisor during facility operations
Fill in as needed if volunteers do not come

Commitment: Not more than 32 or less than 8 hours per week
Generally 3-4 days per week

*This Church Service Missionary could provide opportunities for missionaries that are unable to serve full time missions

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.

Good people skills
Good leadership skills
Physically able to work four to six hour sessions
Able to do some light lifting (approximately 30 lbs)
Supervise clean up/sanitation operations
Provide security to the facility
Ability to operate forklift would be helpful, but not required. (Fork lift training and certification available at the Cannery)