## 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.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Storage Center Manager</td>
<td>10738</td>
<td></td>
<td>01-22-2011</td>
</tr>
</tbody>
</table>

### 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 producing and distributing quality food for family home storage.

### 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. Manage the Home Storage Center
2. Direct day-to-day operations
3. Schedule appointments for dry pack canning
4. Operate cash register
5. Assist Church members in dry pack canning
6. Supervise dry-pack activities
7. Receive shipments
8. Drive a forklift
9. Supervise cannery patrons
10. Handle funds
11. Make bank deposits

### 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 people
2. Desire to serve others
3. Basic office functions
4. Light physical activity
5. Able to lift 25 to 40 pounds
6. Knowledge of dry-pack activities
7. Good communication skills
8. Able to operate forklift and pallet jack (training provided)