

# 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
Reader Repair Assistant	CSM		

## Purposes

In the Family History Department: This Church-Service Missionary (CSM) will participate in the care and maintenance of the microfilm readers, microfilm reader printers and microfilm storage cabinets to ensure that they are in top operating condition for the patrons as they conduct family history search activities.

## Responsibilities

This CSM assignment will be fully involved in all phases of maintenance and repair and the upgrading program of the equipment listed above. CSMs will be taught how to operate the equipment, add toner, paper, removal of paper jams and to complete minor repairs to the equipment. The microfilm storage cabinet repairs mostly involve un-jamming drawers when film boxes are not correctly stored preventing the drawers from opening. CSMs with machine shop experience may, from time to time, be utilized to construct parts or to make machine modifications.

## Qualifications

Should have a mechanical, electrical or optical background. Machine shop experience is a plus.  
Must have physical strength to move machines on and off carts. Ability to work on a ladder or stool (for microfilm cabinet maintenance).  
Sufficient eyesight and dexterity to work with tools and small parts.