

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
Temporary Binding Specialist	CSM		

Purposes

In The Family History Department: this Church-Service Missionary opportunity exists to ensure that books materials are in serviceable condition for patron use as they search the Family History files and records.

Responsibilities

The majority of time (80%) will involve making temporary binds to books, records and other types of "bound" material in the Family History Library. Will also spend time (10%) picking up and distributing books and other bound materials to staff.
10% of time will be spent checking books returned from commercial binding facilities.

Qualifications

Sufficient eyesight, hearing and strength and manual dexterity to perform the following functions safely:
Learn to and operate the Channel Bind machine. Move book carts from place to place.
Good memory. Ability to organize and distribute daily workload to necessary people within the bindery.