**Functional Job Description:**

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| **Company:** | Bluestem Brands, Inc. |  |  |
| **Job Title:** | General Labor – Floor Scrubber  |
| **Date:** | 6-16-16 |
| **Dept/Facility:** | West DC, St. Cloud, MN |
| **Product Section:** | Outbound |
| **Electronic Doc. #** | FJD Floor Scrubber 6-2016 FINAL |

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| **Work Hours** | **Overtime:** | Voluntary and/or mandatory per production requirements. | **Breaks:** | 10 minutes every two hours, one 30 minute lunch break. |
| **Shift:** | **Days of week:** | **Time:** |
| First  | Monday – Friday | 9:00 AM to 5:30 PM |

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| **Job Rotation** | Yes |

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| **Job Training or Credentials Required at Hire** | **Education/ training:** | None required; high school diploma or GED preferred. |
| **Knowledge/ cognitive skills:** | Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team. |

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| **Machines, Tools, Equipment Used** | Floor scrubber, pressure washer and hose. |

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| **Job Purpose/ Objectives** | Operate the floor scrubber to clean floors. Use a checklist to perform safety and operational checks prior to operation. At the end of the shift clean the scrubber (includes dumping water, clean the hoses, catch pan, rollers, brushes, etc.). |

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| **Safety and Personal Protective Equipment Required****\*Available** | [ ]  Hard Hat | [x]  Steel Toe Footwear | [ ]  Safety Glasses | Gloves: |
| [ ]  Face Shield | [ ]  Protective Clothing | [ ]  Safety Glasses/Side Shields | [ ]  Leather |
| [ ]  Dust Mask | [ ]  Safety Vest[ ]  Fall Protection Harness[x]  Back Support\* | [ ]  Safety Goggles[x]  Hearing Protection\*[x]  Compensatory methods to mitigate heat | [x]  Rubberized/cloth\*[ ]  Chemical  |

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| **Safety/ Equipment Training/ Certification Required** | [x]  Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training  | OSHA Training (Rules and Regulations) |
| * Safety Topics
 | [ ]  EZ-Go | [x]  New Hire Safety Orientation |
| * Safety Policies
 | [ ]  Walkie-Rider | [ ]  Right to Know |
| * Questions & Answers
 | [ ]  Pallet Jack | [ ]  Lockout/Tag Out |
| * Review Safety Committee Minutes
 | [ ]  Forklift (sit down) | [ ]  Regulated Materials Training (ORM-D)[x]  Supervisor Safety Updates[x] Power Washer Hands-on Safety Training  |
| [ ]  Stand-up Reach Truck |
| [ ]  Order Picker |
| **Functional Job Elements**  | **% of shift** |
| 1. **Preparation**
* Go through the equipment checklist to check operational and safety features of the scrubber.
* Use the 1” water hose in the Wash Bay to fill the scrubber water tank.
* Obtain the schedule for the day.
 |  |  | < 1% |
| 1. **Operate Floor Scrubber**
* Drive the floor scrubber following safe driving procedures.
* The scrubber is operated from a seated position.
* The scrubber has power steering with hand controls to control various operations of the scrubber and foot controls (brake and accelerator).
* The scrubber can be driven with one arm/hand.
* May occasionally get off the scrubber to pick up debris (paper, wood, etc.) off the floor and take to a trash can.
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| 1. **End of shift cleaning**
* At the shift the scrubber is thoroughly cleaned by the operator including:
	+ Dump remaining water.
	+ Clean hoses, catch pan, rollers and brushes.
* Cleaning takes about 20 to 30 minutes to do a thorough job and involves kneeling, squatting, on all fours and up to 25# of hand/arm force to open access panels, disconnect/ connect hoses, pull out/push in brushes, etc.
* Two hands are required to perform the cleaning functions.
* The water hose is used to clean components of the scrubber.
* If not cleaned on a daily basis, the scrubber components become caked with dried dirt, debris, etc. with resulting increase in the physical demands on the operator and time required to clean the scrubber.
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| 1. **Park in Wash Bay**
* At the completion of the cleaning process the scrubber is parked in the wash bay.
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| **Physical Factors** |

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| **Manual Material Handling** |
| ***(lbs)*** | **Floor-Knuckle (0” to 30”)** |  | **Knuckle-Chest (30” to 50’)** |  | **Chest-Overhead****( > 50”)** |  | **Carry - Two Hands; Front** |  | **Carry - One Hand; Side** |  | **Push** |  | **Pull** |
| ***100*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***75*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***50*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***25*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***15*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Exp** | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |

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| **Postures/Movements** |  | **Head/Neck** |
| **Exp** | **Sit** | **Stand** | **Walk** | **Bal** | **Stairs** | **Lad-der** | **Foot contrl** | **Twist Waist** | **Bend Waist** | **Squat** | **Kneel** | **Crawl** | **Reach below 54”** | **Reach above 54”** |  | **Flex Static** | **Ext Static** | **Rot Static** | **Flex Dyn** | **Ext Dyn** | **Rot Dyn** |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Hand Use** |  | **Sensory** |  | **Communication** |  |

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| **Key** | C - Continuous: 67 to 100% of shift  |  |
| F - Frequent: 34 to 66% of shift |  |
| O - Occasional: 6 to 33% of shift |  |
| R - Rarely: up to 5% of shift |  |
| N - Never: 0% of shift |  |

**Abbreviations**: Bal=Balance, Exp=Exposure, Contrl=Control, Flex=Flexion, Ext=Extension, Dyn=Dynamic, Manip=Manipulation |
| **Exp** | **Simple Grasp** | **Firm Grasp** | **Fine Manip** | **Bal** | **See** | **Hear** | **Touch Feel** | **Taste** | **Smell** |  | **Talk** | **Read** | **Write** | **Hand Signal** |  |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Environmental Factors** | **Exposure Level** | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  |

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| --- | --- | --- |
| **Key** | C - Continuous: 67 to 100% of shift |  |
| F - Frequent: 34 to 66% of shift |  |
| O - Occasional: 6 to 33% of shift |  |
| R - Rarely: up to 5% of shift |  |
| N - Never: 0% of shift |  |

**Comments:****Indoor Work:**  Primary work area is a large indoor warehouse complex.**Heat:** Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned. **Climate Control Plan:** Ambient temperature in the warehouse is controlled via opening/closing building outside doors as appropriate in conjunction with fan use.**Moving Objects:** Be aware of and avoid moving objects including equipment. |
| Indoor Work |  |  |  |  |  |
| Heat |  |  |  |  |  |
| Cold |  |  |  |  |  |
| Wet/ Humid |  |  |  |  |  |
| Hearing Protection |  |  |  |  |  |
| Vibration |  |  |  |  |  |
| Fumes/Gases/Orders |  |  |  |  |  |
| Dust |  |  |  |  |  |
| Moving Objects  |  |  |  |  |  |
| Electrical |  |  |  |  |  |
| Chemical |  |  |  |  |  |
| Protected Work Heights |  |  |  |  |  |
| Unprotected Work Heights |  |  |  |  |  |
| Flying Debris |  |  |  |  |  |
| Lighting (Inadequate/Excessive) |  |  |  |  |  |

**Position eligible to be considered for temporary modification in conjunction with a Return to Work transitional duty program agreement: Yes**

This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed as a detailed description of all specific job duties and/or tools, equipment and materials that may be necessary or incidental to the performance of this job. Further consideration may be necessary when applying the standards to the injured population in the medical management process.

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| signature MAA | Jeff W.jpgThis Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content. |
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| Jeff WolsethManager - Occupational Safety and Health  |
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| Paul SchroerManager – Warehouse Operations |