



## Functional Job Description:

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

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

<b>Job Rotation</b>	Yes
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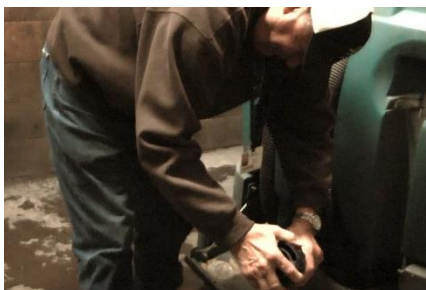

<b>Job Training or Credentials Required at Hire</b>	<b>Education/ training:</b>	None required; high school diploma or GED preferred.
	<b>Knowledge/ cognitive skills:</b>	Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part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

<b>Machines, Tools, Equipment Used</b>	Floor scrubber, pressure washer and hose.
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<b>Job Purpose/ Objectives</b>	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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<b>Safety and Personal Protective Equipment Required *Available</b>	<input type="checkbox"/> Hard Hat	<input checked="" type="checkbox"/> Steel Toe Footwear	<input type="checkbox"/> Safety Glasses	Gloves: <input type="checkbox"/> Leather <input checked="" type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical
	<input type="checkbox"/> Face Shield	<input type="checkbox"/> Protective Clothing	<input type="checkbox"/> Safety Glasses/Side Shields	
	<input type="checkbox"/> Dust Mask	<input type="checkbox"/> Safety Vest	<input type="checkbox"/> Safety Goggles	
		<input type="checkbox"/> Fall Protection Harness	<input checked="" type="checkbox"/> Hearing Protection*	
		<input checked="" type="checkbox"/> Back Support*	<input checked="" type="checkbox"/> Compensatory methods to mitigate heat	

<b>Safety/ Equipment Training/ Certification Required</b>	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:)	<b>Industrial Truck Training</b>	<b>OSHA Training (Rules and Regulations)</b>
	<ul style="list-style-type: none"> <li>• Safety Topics</li> <li>• Safety Policies</li> <li>• Questions &amp; Answers</li> <li>• Review Safety Committee Minutes</li> </ul>	<input type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift (sit down) <input type="checkbox"/> Stand-up Reach Truck <input type="checkbox"/> Order Picker	<input checked="" type="checkbox"/> New Hire Safety Orientation <input type="checkbox"/> Right to Know <input type="checkbox"/> Lockout/Tag Out <input type="checkbox"/> Regulated Materials Training (ORM-D) <input checked="" type="checkbox"/> Supervisor Safety Updates <input checked="" type="checkbox"/> Power Washer Hands-on Safety Training

Functional Job Elements			% of shift
<p><b>1. Preparation</b></p> <ul style="list-style-type: none"> <li>Go through the equipment checklist to check operational and safety features of the scrubber.</li> <li>Use the 1" water hose in the Wash Bay to fill the scrubber water tank.</li> <li>Obtain the schedule for the day.</li> </ul>			<p>&lt; 1%</p>
<p><b>2. Operate Floor Scrubber</b></p> <ul style="list-style-type: none"> <li>Drive the floor scrubber following safe driving procedures.</li> <li>The scrubber is operated from a seated position.</li> <li>The scrubber has power steering with hand controls to control various operations of the scrubber and foot controls (brake and accelerator).</li> <li>The scrubber can be driven with one arm/hand.</li> <li>May occasionally get off the scrubber to pick up debris (paper, wood, etc.) off the floor and take to a trash can.</li> </ul>			<p>94%</p>
<p><b>3. End of shift cleaning</b></p> <ul style="list-style-type: none"> <li>At the shift the scrubber is thoroughly cleaned by the operator including:                             <ul style="list-style-type: none"> <li>Dump remaining water.</li> <li>Clean hoses, catch pan, rollers and brushes.</li> </ul> </li> <li>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.</li> </ul>			<p>5%</p>
			

- 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.



- 4. Park in Wash Bay**
- At the completion of the cleaning process the scrubber is parked in the wash bay.



< 1%





Environmental Factors	Exposure Level					Key/Comments											
	N	R	O	F	C												
Outdoor Work	Green					<table border="1"> <tr> <td rowspan="5"><b>Key</b></td> <td>C - Continuous: 67 to 100% of shift</td> <td>Red</td> </tr> <tr> <td>F - Frequent: 34 to 66% of shift</td> <td>Orange</td> </tr> <tr> <td>O - Occasional: 6 to 33% of shift</td> <td>Yellow</td> </tr> <tr> <td>R - Rarely: up to 5% of shift</td> <td>Blue</td> </tr> <tr> <td>N - Never: 0% of shift</td> <td>Green</td> </tr> </table> <p><b>Comments:</b>  <b>Indoor Work:</b> Primary work area is a large indoor warehouse complex.  <b>Heat:</b> Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned.  <b>Climate Control Plan:</b> Ambient temperature in the warehouse is controlled via opening/closing building outside doors as appropriate in conjunction with fan use.  <b>Moving Objects:</b> Be aware of and avoid moving objects including equipment.</p>	<b>Key</b>	C - Continuous: 67 to 100% of shift	Red	F - Frequent: 34 to 66% of shift	Orange	O - Occasional: 6 to 33% of shift	Yellow	R - Rarely: up to 5% of shift	Blue	N - Never: 0% of shift	Green
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Indoor Work	Red	Red	Red	Red													
Heat	Yellow	Yellow	Yellow														
Cold	Green																
Wet/ Humid	Green																
Hearing Protection	Green																
Vibration	Green																
Fumes/Gases/Orders	Green																
Dust	Blue	Blue															
Moving Objects	Blue	Blue															
Electrical	Green																
Chemical	Green																
Protected Work Heights	Green																
Unprotected Work Heights	Green																
Flying Debris	Green																
Lighting (Inadequate/Excessive)	Green																

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

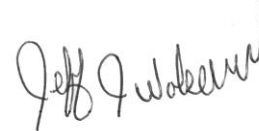
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed 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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This 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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