

Functional Job Description:

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| Company: | Bluestem Brands, Inc. |   |
| Job Title: | Inventory Specialist | |
| Date: | 3-20-13 | |
| Dept/Facility: | West DC, St. Cloud, MN | |
| Product Section: | Inventory Control | |
| Electronic Doc. # | FJD Inventory Specialist 4-2013 | |

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|-------------------|------------------|---|---------------------|--|
| Work Hours | Overtime: | Voluntary and/or mandatory per production requirements. | Breaks: | Straight 8 hours with 20 minute lunch break or 10 minutes/2 hours with one 30 minute lunch break |
| | Shift: | Days of week: | Time: | |
| | First | Monday – Friday | 6:00 AM to 2:00 PM | |
| | Second | Sunday – Thursday | 3:00 PM to 11:00 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 | EZ-GO, Stand-up Reach Truck, fall protection harness, Order Picker, PC, knife, handheld taper |
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| Job Purpose/ Objectives | <p>Control inventory.</p> <p>Accomplished by pulling samples from inventory and counting to verify inventory.</p> <p>Problem solve on-site as possible, also includes research as needed in the office to resolve the issue.</p> <p>Will pull/pick product in Returns-CSOs as needed to control inventory.</p> |
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| Safety and Personal Protective Equipment Required *Available | <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 checked="" 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 | |
| | | <input checked="" type="checkbox"/> Kneeling pads | | |

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| Safety/ Equipment Training/ Certification Required | <input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training | OSHA Training (Rules and Regulations) |
| | <ul style="list-style-type: none"> Safety Topics Safety Policies Questions & Answers Review Safety Committee Minutes | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift (sit down) <input checked="" type="checkbox"/> Stand-up Reach Truck <input checked="" type="checkbox"/> Order Picker | <ul style="list-style-type: none"> <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 |

Functional Job Elements (Refer to video clip for complete details) **% of Shift**

1. DC floor work:

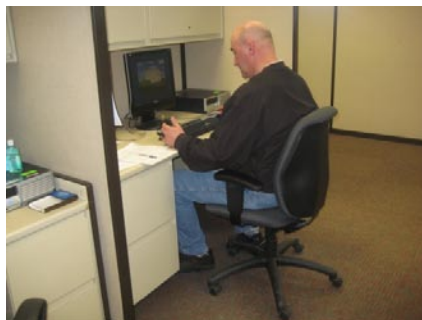
- a. In the DC operates EZ-GO, Stand-up Reach Truck and Order Picker to accomplish job tasks.
- b. Goes to the area in DC where directed for Inventory Control
- c. May work from floor and off the Stand-up Reach Truck
- d. When working with Returns will work from the Order Picker/Cart
- e. Rack heights are pallets on the floor (5"), 33" and 66".
- f. Cart shelf heights are 12" and 42"
- g. Depending where the item is located in the racking may need to work under the upper rack to gain access to merchandise
- h. Item weight ranges from 1# to 150#
- i. For items in excess of 75# can work in team of two
- j. Average item weight is 15#
- k. Handles between 500 to 1200 items/shift
- l. A knife is used to cut open the master carton to remove merchandise as needed to count items
- m. Reboxes items and returns master carton
- n. Processes Customer Service Orders (CSO), e.g. request for replacement parts
- o. Pull samples, box, prepare for shipping and transport to truck for shipping



80

2. Office work:

- a. Spends approximately 20% of the time in the office
- b. Seated at the desk
- c. Operating PC
- d. Researching issues



20

| Environmental Factors | Exposure Level | | | | | Key/Comments | | | | | | | | | | | |
|---------------------------------|-------------------------------------|--------|--------|-----|-----|---|------------|-------------------------------------|-----|----------------------------------|--------|-----------------------------------|--------|-------------------------------|------|------------------------|-------|
| | N | R | O | F | C | | | | | | | | | | | | |
| Outdoor Work | Green | | | | | <table border="1"> <tr> <td rowspan="5">Key</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>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. Large fans are used for ventilation. Moving Objects: Be aware of and avoid moving objects including equipment. Protected Work Heights: May work at heights – fall protection is in place.</p> | Key | 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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| | N - Never: 0% of shift | Green | | | | | | | | | | | | | | | |
| Indoor Work | Red | 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

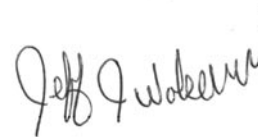
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed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



Jeff Wolseth
 Manager - Occupational Safety and Health



Tom Johnston
 Manager – Inventory and Engineering