**Functional Job Description: Jewelry – Packer**

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| **Company:** | Bluestem Brands, Inc. | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\04.jpg | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\08.jpg |
| **Job Title:** | Jewelry – Packer |
| **Date:** | 5-5-2010 |
| **Dept/Facility:** | West DC, St. Cloud, MN |
| **Product Section:** | Returns |
| **Electronic Doc. #** | FJD Jewelry-Packer 5-10 FINAL.pdf |

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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 | 6:00 AM to 2:30 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 and/or Equipment Used** | Hand held scanner, hand taper, PC, pens, markers, knife, scissors, telephone, EZ-GO, pallet jack. |

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| **Job Purpose/ Objectives** | Combines all merchandise and written materials into a package (padded shipping envelope) that is sent to the customer. |

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

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| **Safety/ Equipment Training/ Certification Required** | Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training | OSHA Training (Rules and Regulations) |
| * Safety Topics | EZ-Go | 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)  Supervisor Safety Updates |
| Stand-up Reach Truck |
| Order Picker  Transpositioner |

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| **Functional Job Elements (Refer to video clip for complete details)** | | | **% of Shift** |
| 1. **Transport boxes into workstation**  * Manually carry totes into the workstation | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\01.jpg | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\02.jpg | **5** |
| 1. **Pack product**  * Padded shipping envelope is removed from the storage shelf * Product is inserted into the envelope * Promotional materials are also inserted * Paperwork is inserted * Envelope is sealed by removing cover from the adhesive seal * Sealed envelope is tossed into the wheeled shipping container * Weight range of envelope is 0.25# to 2.0# with average weight of 0.75# | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\03.jpg | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\09.jpg | **80** |
| L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\04.jpg | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\05.jpg |
| 1. **Transport wheeled shipping container**  * Wheeled shipping container is closed up via the side straps * Container is manually pushed to the staging area * Shipping container requires approximately up to 50# of push or pull force to move | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\06.jpg | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\07.jpg | **5** |
| 1. **Replenish packing and promotional materials**  * Packing and promotional materials are manually carried from the storage area to the workstation * Boxes are cut open with a knife * Packing and promotional materials are removed from the box and stored in the appropriate locations in the workstation * Weight range of boxes is 5# to 25# with average weight of 20# * Empty blue totes are returned to the jewelry storage area by sliding them on the floor * EZ-GO operation is also required | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\010.jpg | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\011.jpg | **10** |
| L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\08.jpg | L:\Clients\Bluestem\FJD Pictures\Jewelry Packing\jpeg\012.jpg |
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| **Physical Factors** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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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|  | **N - Never**  0% of shift |  | **R - Rarely**  up to 5% of shift |  | **O - Occasional**  6 to 33% of shift |  | **F - Frequent**  34 to 66% of shift |  | **C - Continuous**  67 to 100% of shift |

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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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **O** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **N** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

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| **Hand Use** | | | |  | **Sensory** | | | | |  | **Communication** | | | |  | |  |  |  | | --- | --- | --- | | **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 |  | |
| **Exp** | **Simple Grasp** | **Firm Grasp** | **Fine Manip** | **Bal** | **See** | **Hear** | **Touch Feel** | **Taste** | **Smell** |  | **Talk** | **Read** | **Write** | **Hand Signal** |  |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **O** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **N** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Environmental Factors** | **Exposure Level** | | | | | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  | |  |  |  | | --- | --- | --- | | **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.  **Moving Objects:** Be aware of and avoid moving objects including product and equipment.  **Abbreviations**: Bal=Bal, Exp=Exposure, Contrl=Control, Flex=Flexion, Ext=Extension, Dyn=Dynamic, Manip=Manipulation |
| Indoor Work |  |  |  |  |  |
| Heat |  |  |  |  |  |
| 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 Wolseth  Paul S1 .JPGManager - Occupational Safety and Health |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Paul Schroer  Manager - Inbound Operations |