



Functional Job Description: Jewelry – Packer

Company:	Bluestem Brands, Inc.	 <p style="font-size: small; text-align: center;">Jewelry - Packer</p>	 <p style="font-size: small; text-align: center;">Jewelry - Packer</p>
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		

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	

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.

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	<input type="checkbox"/> Hard Hat <input type="checkbox"/> Face Shield <input type="checkbox"/> Dust Mask*	<input checked="" type="checkbox"/> Steel Toe Footwear <input type="checkbox"/> Protective Clothing <input type="checkbox"/> Safety Vest <input type="checkbox"/> Fall Protection Harness <input checked="" type="checkbox"/> Back Support*	<input type="checkbox"/> Safety Glasses <input type="checkbox"/> Safety Glasses/Side Shields <input type="checkbox"/> Safety Goggles <input checked="" type="checkbox"/> Hearing Protection* <input type="checkbox"/> Compensatory methods to mitigate heat	Gloves: <input type="checkbox"/> Leather <input checked="" type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical
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Safety/ Equipment Training/ Certification Required	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:) <ul style="list-style-type: none"> • Safety Topics • Safety Policies • Questions & Answers • Review Safety Committee Minutes 	Industrial Truck Training <input checked="" type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input checked="" type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift (sit down) <input type="checkbox"/> Stand-up Reach Truck <input type="checkbox"/> Order Picker <input type="checkbox"/> Transpositioner	OSHA Training (Rules and Regulations) <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
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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



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2. 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#



80

3. 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



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4. 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



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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



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									
	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					
100																																								
75																																								
50																																								
25		R					R										R																							
15		R					R										R																							
10		R	O				R	O				R	O				R	O																						
5		R	O	F			R	O	F			R	O	F			R	O	F																					
0		R	O	F	C		R	O	F	C		R	O	F	C		R	O	F	C																				
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	N	R	O	F	C

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

Exp	Sit	Stand	Walk	Bal	Stairs	Ladder	Foot contrl	Twist Waist	Bend Waist	Squat	Kneel	Crawl	Reach below 54"	Reach above 54"
C														
F														
O														
R														
N														

Head/Neck

Exp	Flex Static	Ext Static	Rot Static	Flex Dyn	Ext Dyn	Rot Dyn
C						
F						
O						
R						
N						

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			
Exp	Simple Grasp	Firm Grasp	Fine Manip
C			
F			
O			
R			
N			

Sensory				
See	Hear	Touch Feel	Taste	Smell

Communication			
Talk	Read	Write	Hand Signal

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	

Environmental Factors	Exposure Level				
	N	R	O	F	C
Outdoor Work					
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)					

Key/Comments	
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	

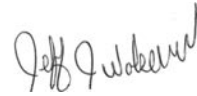
Position eligible to be considered for temporary modification in conjunction with a Return to Work transitional duty program agreement: Yes


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


 Paul Schroer
 Manager - Inbound Operations