



## Functional Job Description: Jewelry – Picker

<b>Company:</b>	Bluestem Brands, Inc.		
<b>Job Title:</b>	Jewelry – Picker		
<b>Date:</b>	5-5-2010		
<b>Dept/Facility:</b>	West DC, St. Cloud, MN		
<b>Product Section:</b>	Returns		
<b>Electronic Doc. #</b>	FJD Jewelry-Picker 5-10 FINAL.pdf		

<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	6:00 AM to 2:30 PM	

<b>Job Rotation</b>	Yes
---------------------	-----

<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 and/or Equipment Used</b>	Hand held scanner, hand taper, PC, pens, markers, knife, scissors, telephone, EZ-GO, pallet jack.
--	---

<b>Job Purpose/ Objectives</b>	Working from a pick list (handheld scanner), pick merchandise from storage racks in the jewelry area.
--------------------------------	---

<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"/> 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"/> Rubberized/cloth*
		<input type="checkbox"/> Fall Protection Harness	<input checked="" type="checkbox"/> Hearing Protection*	<input type="checkbox"/> Chemical
		<input checked="" type="checkbox"/> Back Support*	<input 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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> EZ-Go</li> <li><input type="checkbox"/> Walkie-Rider</li> <li><input checked="" type="checkbox"/> Pallet Jack</li> <li><input type="checkbox"/> Forklift (sit down)</li> <li><input type="checkbox"/> Stand-up Reach Truck</li> <li><input type="checkbox"/> Order Picker</li> <li><input type="checkbox"/> Transpositioner</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> New Hire Safety Orientation</li> <li><input type="checkbox"/> Right to Know</li> <li><input type="checkbox"/> Lockout/Tag Out</li> <li><input type="checkbox"/> Regulated Materials Training (ORM-D)</li> <li><input checked="" type="checkbox"/> Supervisor Safety Updates</li> </ul>

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

**% of Shift**

**1. Process pick order**

- Pick order paperwork is removed from the printer
- Paperwork is processed using the hand-held scanner and sorted into the appropriate pick order based on product location in the shelving



10

**2. Pick order**

- Order is picked from the shelving
- Depending on the quantity of the materials picked they are handled either manually or placed into a tote transported via the cart
- Handheld scanner is used for each item picked
- Weight range of product is 0.25# to 2.0# with average weight of 0.75#
- Weight range of tote is 5# to 30# with average weight of 12#

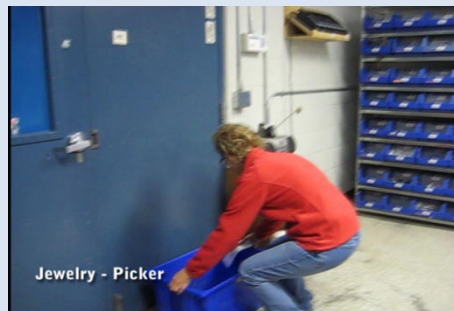


80



**3. Transport picked order totes to Packing**

- Picked order totes are stacked by the jewelry area door
- stacks for totes are transported to the packing area by sliding them on the floor-distance transported is approximately 50 feet
- Weight range of tote is 5# to 30# with average weight of 12#



10

## 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																											
5		R	O	F			R	O	F								R	O	F																										
0	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	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
--------------------------	---------------------------------	-------------------------------------	------------------------------------	---------------------------------------

### 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	O										O	O
O		O	O				O	O	O				O	O
R		O	O			R	O	O	O	O	R		O	O
N	N	O	O	N	N	R	O	O	O	O	R	N	O	O

### Head/Neck

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

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
--------------------------	---------------------------------	-------------------------------------	------------------------------------	---------------------------------------

### Hand Use

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

### Sensory

Exp	See	Hear	Touch Feel	Taste	Smell
C	R				
F	R				
O	R				
R	R				
N	R	N	N	N	N

### Communication

Exp	Talk	Read	Write	Hand Signal
C				
F				
O		O		
R		O	R	
N	N	O	R	N

### 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					Key/Comments											
	N	R	O	F	C												
Outdoor Work	Green					<table border="1"> <tr> <td rowspan="5">Key</td> <td><b>C - Continuous:</b> 67 to 100% of shift</td> <td>Red</td> </tr> <tr> <td><b>F - Frequent:</b> 34 to 66% of shift</td> <td>Yellow</td> </tr> <tr> <td><b>O - Occasional:</b> 6 to 33% of shift</td> <td>Yellow</td> </tr> <tr> <td><b>R - Rarely:</b> up to 5% of shift</td> <td>Blue</td> </tr> <tr> <td><b>N - Never:</b> 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>Moving Objects:</b> Be aware of and avoid moving objects including product and equipment.  <b>Abbreviations:</b> Bal=Bal, Exp=Exposure, Contrl=Control, Flex=Flexion, Ext=Extension, Dyn=Dynamic, Manip=Manipulation</p>	Key	<b>C - Continuous:</b> 67 to 100% of shift	Red	<b>F - Frequent:</b> 34 to 66% of shift	Yellow	<b>O - Occasional:</b> 6 to 33% of shift	Yellow	<b>R - Rarely:</b> up to 5% of shift	Blue	<b>N - Never:</b> 0% of shift	Green
Key	<b>C - Continuous:</b> 67 to 100% of shift	Red															
	<b>F - Frequent:</b> 34 to 66% of shift	Yellow															
	<b>O - Occasional:</b> 6 to 33% of shift	Yellow															
	<b>R - Rarely:</b> up to 5% of shift	Blue															
	<b>N - Never:</b> 0% of shift	Green															
Indoor Work	Red	Red	Red	Red	Red												
Heat	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.



Mark A Anderson, MA, PT CPE  
 Certified Professional Economist  
 Licensed Physical Therapist  
 ErgoSystems Consulting Group, Inc.  
 19285 Shady Hills Road  
 Minneapolis, MN 55331  
 952-401-9296  
[mark.anderson@ergosystemsconsulting.com](mailto:mark.anderson@ergosystemsconsulting.com)  
[www.ergosystemsconsulting.com](http://www.ergosystemsconsulting.com)

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