

# Functional Job Description: Jewelry – Receiving/Replenishment

<b>Company:</b>	Bluestem Brands, Inc.	 <p>Jewelry Receiving</p>	 <p>Jewelry Receiving</p>
<b>Job Title:</b>	Jewelry – Receiving and Replenishment		
<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-Receiving Replenishment 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
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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 and/or Equipment Used</b>	Hand held scanner, hand taper, PC, pens, markers, knife, scissors, telephone, EZ-GO, pallet jack.
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<b>Job Purpose/ Objectives</b>	Receive jewelry products. Includes processing of received inventory and physical disposition into storage shelving in the jewelry area. Replenishes jewelry products into the jewelry area from the jewelry vault.
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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 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. Transport boxes from shelving to workstation**

- Depending on weight of the box, it may be carried manually from the shelving to the workstation or placed on the cart for transport
- Weight range of box is 5# to 50# with average weight of 15#



5

**2. Open box and process contents**

- Knife is used to open the box
- Computer is used to process paperwork
- Visual inspection of the product is accomplished
- Handheld scanners is used



70

**3. Transport processed product to shelving**

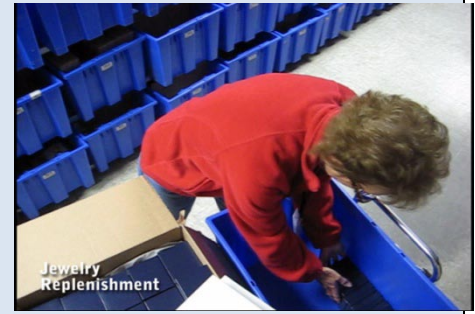
- Appropriate product tote is identified on the shelving and brought back to the workstation
- Processed product is transported via the tote to the appropriate shelf location - may be manually carried or transported via the cart
- Tote with product is manually returned to the appropriate shelf
- Weight range of tote is 5# to 50# with average weight of 15#
- Shelf height ranges from below knees to overhead position



20

**4. Replenishment**

- Overflow product that has been stored in the jewelry vault is brought to the jewelry area via EZ-GO
- Depending on weight of the box it is either manually carried or transported via cart into the jewelry area
- Jewelry products are removed from the box and transferred into the shelf storage totes
- Weight range of box is 5# to 50# with average weight of 15#
- Shelf height ranges from below knees to overhead position



5

**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																																													
15																																													
10																																													
5																																													
0																																													
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	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														
R														
N														

**Head/Neck**

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

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Hand Use				Sensory					Communication				Key	<b>C - Continuous:</b> 67 to 100% of shift <b>F - Frequent:</b> 34 to 66% of shift <b>O - Occasional:</b> 6 to 33% of shift <b>R - Rarely:</b> up to 5% of shift <b>N - Never:</b> 0% of shift	
Exp	Simple Grasp	Firm Grasp	Fine Manip	See	Hear	Touch Feel	Taste	Smell	Talk	Read	Write	Hand Signal			
C				Red											
F	Yellow	Yellow	Yellow	Red											
O	Yellow	Yellow	Yellow	Red						Yellow					
R	Yellow	Yellow	Yellow	Red						Yellow	Blue				
N	Yellow	Yellow	Yellow	Red	Green	Green	Green	Green	Green	Yellow	Blue	Green			

Environmental Factors	Exposure Level					Key/Comments																
	N	R	O	F	C																	
Outdoor Work	Green					<table border="1"> <thead> <tr> <th rowspan="5">Key</th> <th>C - Continuous:</th> <td>67 to 100% of shift</td> <td>Red</td> </tr> <tr> <th>F - Frequent:</th> <td>34 to 66% of shift</td> <td>Yellow</td> </tr> <tr> <th>O - Occasional:</th> <td>6 to 33% of shift</td> <td>Yellow</td> </tr> <tr> <th>R - Rarely:</th> <td>up to 5% of shift</td> <td>Blue</td> </tr> <tr> <th>N - Never:</th> <td>0% of shift</td> <td>Green</td> </tr> </thead> </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	C - Continuous:	67 to 100% of shift	Red	F - Frequent:	34 to 66% of shift	Yellow	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	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																					

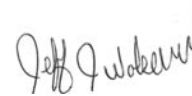
**Position eligible to be considered for temporary modification in conjunction with a Return to Work transitional duty program agreement: Yes**

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.



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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