

# Functional Job Description: Material Handler - Inbound

<b>Company:</b>	Bluestem Brands, Inc.	 <p style="font-size: small; text-align: center;">Material Handler - Inbound Unloading</p>	 <p style="font-size: small; text-align: center;">Material Handler - Inbound Processing/Sorting</p>
<b>Job Title:</b>	Material Handler - Inbound		
<b>Date:</b>	3-16-2010		
<b>Dept/Facility:</b>	West DC, St. Cloud, MN		
<b>Product Section:</b>	Inbound		
<b>Electronic Doc. #</b>	JFD Material Handler – Inbound 3-2010 FINAL		

<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	7:00 AM to 3:30 PM	
	Second	Monday-Friday	4:00 PM to 12:30 AM	

<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, twine, scissors, telephone, EZ-GO, Walkie-Rider.
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<b>Job Purpose/ Objectives</b>	Handle inbound materials including: 1.) Unloading, 2.) Sorting, 3.) Processing, 4.) Pallet Shuttle, and 5.) Put Away
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<b>Safety and Personal Protective Equipment Required *Available</b>	<input type="checkbox"/> Hard Hat <input type="checkbox"/> Face Shield <input checked="" 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 checked="" type="checkbox"/> Compensatory methods to mitigate heat	<b>Gloves:</b> <input type="checkbox"/> Leather <input checked="" type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical
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<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>	<input checked="" type="checkbox"/> EZ-Go <input checked="" type="checkbox"/> Walkie-Rider <input 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	<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)

**NOTE:** Manual Material Handling Functional Job Elements are different for the various components of the *Material Handler-Inbound* job description. They are categorized by 1.) *Truck Unloading*, 2.) *Processing and Sorting* and 3.) *Pallet Shuttle and Put Away*.

### Truck Unloading

**Unload truck**

- The Industrial Truck Operator (ITO) uses a fork truck to bring a stack of pallets (typically 4 to 5) into the trailer or cargo container
- The Material Handlers – Inbound, typically working in a team of two, manual move the materials onto the pallet
- The materials are secured by tying twine around the stacked load
- Manual material working height range is from the floor to overhead level
- Box or step platform may be used to stand on to reach to the overhead levels
- Weight maximum is up to 150#; for weights greater than 75# a team lift is used
- Average weight is 50#



**% of Shift**

**XX**

### 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					
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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	N	R	O	F	C

<b>N - Never</b> 0% of shift	<b>R - Rarely</b> up to 5% of shift	<b>O - Occasional</b> 6 to 33% of shift	<b>F - Frequent</b> 34 to 66% of shift	<b>C - Continuous</b> 67 to 100% of shift
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**Sorting and Processing**

**Sort and Process**

- Once unloaded the Sorting and Processing components of the Material Handler – Inbound position are performed
- A pallet may include several different products (SKUs) and need to be processed into the system and sorted onto pallets for eventual put away in the racking
- Pallets are laid out on the floor
- Product is sorted onto the various pallets
- Work height is from pallet level (6") to overhead
- Weight range of the product is up to XX#
- Average weight of the product handled is XX#
- The product stacked on the pallet is secured by tying twine around the stack
- A handheld scanner is used



% of Shift

XX

**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									
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
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<span style="background-color: #90EE90; border: 1px solid black; padding: 2px;"> </span> <b>N - Never</b> 0% of shift	<span style="background-color: #6495ED; border: 1px solid black; padding: 2px;"> </span> <b>R - Rarely</b> up to 5% of shift	<span style="background-color: #FFFF00; border: 1px solid black; padding: 2px;"> </span> <b>O - Occasional</b> 6 to 33% of shift	<span style="background-color: #FFA500; border: 1px solid black; padding: 2px;"> </span> <b>F - Frequent</b> 34 to 66% of shift	<span style="background-color: #FF0000; border: 1px solid black; padding: 2px;"> </span> <b>C - Continuous</b> 67 to 100% of shift
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**Pallet Shuttle and Put Away**

**Sort and Process**

- The palletized materials are shuttled via powered pallet jack to the storage racking location in the warehouse.
- If needed, manual material handling occurs to organize (fill in and put away) the materials
- Weight range is up to XX# with average weight of XX#



% of Shift

XX

**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																																								
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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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The following Physical Factors are common to all Material Handler – Inbound tasks.

**Physical Factors**

Exp	Postures/Movements														Head/Neck					
	Sit	Stand	Walk	Bal	Stairs	Ladder	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																				

Exp	Hand Use			Sensory					Communication			
	Simple Grasp	Firm Grasp	Fine Manip	See	Hear	Touch Feel	Taste	Smell	Talk	Read	Write	Hand Signal
C												
F												
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"><b>Key</b></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>Orange</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>Heat:</b> Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned. Large fans are used for ventilation.</p>	<b>Key</b>	<b>C - Continuous:</b> 67 to 100% of shift	Red	<b>F - Frequent:</b> 34 to 66% of shift	Orange	<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
<b>Key</b>	<b>C - Continuous:</b> 67 to 100% of shift	Red															
	<b>F - Frequent:</b> 34 to 66% of shift	Orange															
	<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	Yellow	Yellow	Yellow														
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.

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