bluestern Job Title: Material Handler - Inbound Functional Job Description Bluestern Brands, Inc Date: 3-16-2010 Page 1

Functional Job Description: Material Handler - Inbound

Company:	Bluestem Brands, Inc.		
Job Title:	Material Handler - Inbound		
Date:	3-16-2010	Saller Saller	
Dept/Facility:	West DC, St. Cloud, MN		
Product Section:	Inbound		
Electronic Doc. #	JFD Material Handler – Inbound 3-2010 FINAL	Material Handler - Inbound Unloading	Material Handler - Intround Processing/Sorting

	Overtime:	Voluntary and/or mandatory per production requirements.	Breaks:	10 minutes every two hours, one 30 minute lunch break.
Work	Shift:	Days of week:		Time:
Hours	First	Monday-Friday		7:00 AM to 3:30 PM
	Second	Monday-Friday		4:00 PM to 12:30 AM

Job Rotation

Yes

Job Training or	Education/ training:	None required; high school diploma or GED preferred.
Credentials Required at Hire	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	Hand held scanner, ha	nd taper, PC, pens, markers, knife, twine, scissors, telephone, EZ-

Machines, Tools and/or	Hand held scanner, hand taper, PC, pens, markers, knife, twine, scissors, telephone,	E
Equipment Used	GO, Walkie-Rider.	

Job Purpose/	Handle inbound materials including: 1.) Unloading, 2.) Sorting, 3.) Processing, 4.) Pallet
Objectives	Shuttle, and 5.) Put Away

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

	Daily Meeting and Stretch Breaks (includes:)	Industrial Truck Training	OSHA Training (Rules and Regulations)
Safatul	 Safety Topics 	🖾 EZ-Go	New Hire Safety Orientation
Safety/ Equipment	 Safety Policies 	🛛 Walkie-Rider	Right to Know
Training/	 Questions & Answers 	Pallet Jack	Lockout/Tag Out
Certification	 Review Safety Committee 	🗌 Forklift (sit down)	Regulated Materials Training
Required	Minutes	Stand-up Reach Truck	(ORM-D)
		Order Picker	Supervisor Safety Updates
		Transpositioner	

bluestern Job Title: Material Handler - Inbound Functional Job Description Bluestern Brands, Inc Date: 3-16-2010 Page 2

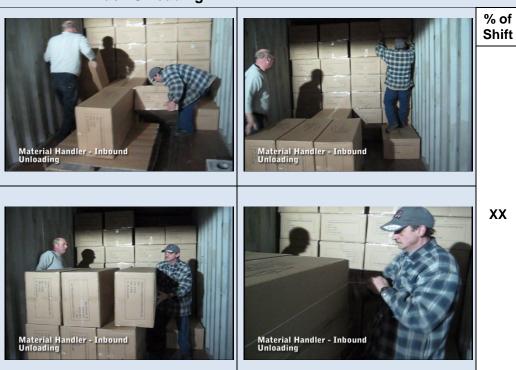
Functional Job Elements (Refer to video clip for complete details)

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 than75# a team lift is used
- Average weight is 50#



														M	anu	al N	late	eria	I H	and	ling	J													
(Ibs)	Flo	oo <mark>r-k</mark> to	(nuc 5 30 [°]	ckle ")	(0"	к		kle- " to			CI	hest∙ ∶)	-Ove > 50		ad			ry - ˈ ds; l						One Side			l	Pusł	۱				Pull		
100																																			
75																																			
50																																			
25																																			
15																																			
10																																			
5																																			
0																																			
Exp	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С
	N	- Ne	ver	,				R -	Ra	rely					0	· Oc	cas	ion	al					F -	Free	quer	nt			C	: - Co	onti	nuo	us	
		6 of								5% o		ift				o 33								34 1	to 6	5% c	of sh	ift			7 to				ft

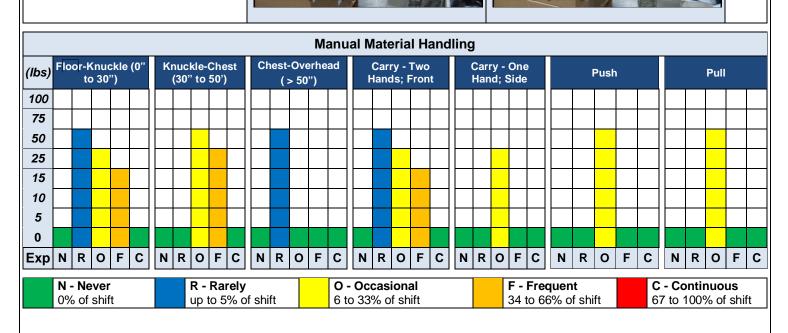


Sorting and Processing

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







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#



														M	anu	al N	late	eria	I H	and	lling	J													
(lbs)	Flo	oor-k te	(nu 5 30	ckle ")	(0"	К		ckle∙)" to			C	hest (-Ove > 50		ad		Car lanc					Carı Han						Push	ı				Pull		
100									Γ																										
75																																			
50																																			
25																																			
15																																			
10																																			
5																																			
0																																			
Exp	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С	Ν	R	0	F	С
			ever shif							rely 5% c	, of sh	ift			-	- Oc o 33									Frec to 66			ft			7 to				ft

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

								P	nysi	cal I	Fact	ors								
					Po	sture	s/Mo	veme	nts								Head	/Neck	4	
Ехр	Sit	Stand	Walk	Bal	Stairs	Lad- der	Foot contrl	Twist Waist		Squat	Kneel	Crawl		Reach above 54"	Flex Static	Ext Static	Rot Static	Flex Dyn	Ext Dyn	Rot Dyn
С																				
F																				
0																				
R												1								
Ν																				
	Har	nd Us	e			S	ensor	у			Com	muni	icatio	n		С-	Contir	uous:	67	
Exp	Simple	Firm	Fin	е	See	Hear	Touch	Taste	Smel	Та	IL P	ead \	Write	Hand			00% 0			
гур	Grasp	Grasp	o Man	ip	000	ileai	Feel	Taste	oniei			cau	wille	Signal			Freque		to	
С																	Occas		6 to	
F															Key		6 of shi		010	
0										$\left \right $						R - of s	Rarely hift	: up to	5%	
R N																N - shif	Never:	: 0% of		

bluestem	Job Title:	Material Handler - Inbound	Functional Job Description	Bluestem Brands, Inc	Date: 3-16-2010	Page 5
-----------------	------------	----------------------------	----------------------------	----------------------	-----------------	--------

Environmental Factors	Ex	pos	sure	Le	vel	Kov/Commonto
Environmental Factors	Ν	R	0	F	С	Key/Comments
Outdoor Work						C - Continuous: 67 to 100% of shift
Indoor Work						F - Frequent : 34 to 66% of shift
Heat						Key O - Occasional: 6 to 33% of shift
Wet/ Humid						R - Rarely: up to 5% of shift
Hearing Protection						N - Never: 0% of shift
Vibration						Comments:
Fumes/Gases/Orders						- Indoor Work: Primary work area is a large indoor warehouse complex.
Dust						Moving Objects: Be aware of and avoid moving objects
Moving Objects						including product and equipment.
Electrical						 Heat: Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not
Chemical						air-conditioned. Large fans are used for ventilation.
Protected Work Heights						· ·
Unprotected Work Heights						1
Flying Debris						1
Lighting (Inadequate/Excessive)						1

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.

al a adura

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 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.

f Woleen

Jeff Wolseth Manager - Occupational Safety and Health

Paul Schroer Manager - Inbound Operations