



Functional Job Description: Material Handler - Outbound

Company:	Bluestem Brands, Inc.	 <p>Material Handler - Outbound Truck Loading</p>	 <p>Material Handler - Outbound Manual Postage Keyer</p>
Job Title:	Material Handler - Outbound		
Date:	3-16-2010		
Dept/Facility:	West DC, St. Cloud, MN		
Product Section:	Outbound		
Electronic Doc. #	JFD Material Handler – Outbound 3-2010 FINAL		

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

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, staple puller, telephone, EZ-Go, Walkie-Rider.
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Job Purpose/ Objectives	Handle and process outbound materials and equipment including: 1.) Truck loading, 2.) Taper, 3.) Non-convey loader, 4.) Jackpot person, and 5.) Manual Postage Keyer.
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Safety and Personal Protective Equipment Required *Available	<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 checked="" 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 checked="" type="checkbox"/> Compensatory methods to mitigate heat	

Safety/ Equipment Training/ Certification Required	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:)	Industrial Truck Training	OSHA Training (Rules and Regulations)
	<ul style="list-style-type: none"> Safety Topics Safety Policies Questions & Answers Review Safety Committee Minutes 	<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-Outbound** job description. They are categorized by 1.) *Truck Loader*, 2.) *Non-convey Loader*, 3.) *Taper*, 4.) *Jackpot Person* and 5.) *Manual Postage Keyer*.

Truck Loader

Load truck

- Most materials are conveyed to the loading area via the warehouse conveyor system
- An expandable roller conveyor at the end of the warehouse conveyor system is manually pushed/pulled into the trailer to bring the materials close to the location where they are loaded in the trailer
- Outbound materials are loaded manually from floor level to overhead to completely fill the trailer
- Weight range of the materials is up to XX# with an average weight of XX#



% of Shift

XX

Load expandable roller conveyor

- Materials are sometimes manually moved from outside the trailer onto the expandable roller conveyor



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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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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Non-Convey Loader

Load non-convey materials onto conveyor

- Materials that cannot be conveyed via the warehouse conveyor system (do not fit in the system due to size and/or weight) are conveyed via the non-convey system
- Materials are pushed onto and along the conveyor



% of Shift

XX

Load trailer off of conveyor

- Materials are manually handled from the conveyor and loaded into the trailer
- Work height is floor to overhead level
- Weight range of materials is up to XX# with an average of XX#
- In some trailers the floor next to the in-trailer conveyor is lifted up to provide access to the bottom storage locations
- Materials are lifted from the conveyor down to the floor



XX



Operate Powered Pallet Jack

- A powered pallet jack is operated to move pallets of materials to various locations in the warehouse

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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Taper

Operate taper

- Boxes are pushed through the taper to be taped
- Bags do not go through the taper and are thrown onto another conveyer to be dumped into a wheeled bin
- Bags weigh up to 10# with average of 5#



% of Shift

XX

Change tape roll

- The top and bottom tape rolls are replaced as needed
- Tape roll weighs about 20#
- The bottom roll is lifted out of the conveyer for access
- The top roll can be mechanically lowered to the conveyer for access



XX

Place bags onto conveyer

- The bag bin is manually pushed from where it is filled at the taper to the conveyer
- Bags are manually removed from the wheeled bin onto the conveyer



XX

Place bags into totes

- Totes are manually moved from storage rack to next to the conveyer to be individually placed on the conveyer
- Bags are manually removed from the conveyer and placed into the totes



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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Jackpot Person

Process box

- Boxes are manually removed from conveyor and placed onto work table
- Boxes are cut open and processed
- Boxes are taped shut with hand taper
- Box weight range is up to XX# with an average of XX#



% of Shift

XX

Transport box

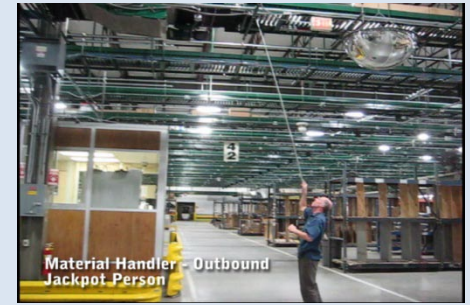
- Boxes are manually carried to and placed on a pallet
- Loaded pallet is transported via manual pallet jack to the outbound loading docks



XX

Place bags onto conveyer

- Boxes are manually lifted from the pallet onto the conveyer
- Misc: Occasionally boxes get stuck on the conveyor system; a long pole is used to free them



X

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									
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Manual Postage Keyer

Setup workstation

- Workstation is setup by placing pallets onto floor next to the workstation
- Boxes are brought to the workstation, sides are taped up and placed on the pallet
- Wheeled bin filled with bags is manually pushed to the workstation from the staging area



% of Shift



XX

Process bags

- Bags are removed from the wheeled tote scanned with the handheld scanner
- Once processed they are tossed into the cardboard boxes on the pallets
- Weight range of bags is up to XX# with an average of XX#



XX

Transport filled boxes

- Filled cardboard boxes are transported via manual pallet jack to the staging area



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

Physical Factors

Postures/Movements															Head/Neck						
Exp	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																					

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	
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	R - Rarely: up to 5% of shift	
	N - Never: 0% of shift	

Abbreviations: Bal=Bal, Exp=Exposure, Contrl=Control, Flex=Flexion, Ext=Extension, Dyn=Dynamic, Manip=Manipulation

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	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.
Heat: Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned. Large fans are used for ventilation.

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.

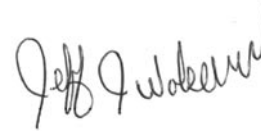


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This Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content.



Jeff Wolseth
Manager - Occupational Safety and Health



Paul Schroer
Manager - Outbound Operations