



Functional Job Description: Material Handler - Setup

Company:	Bluestem Brands, Inc.	 <p style="font-size: small; text-align: center;">Material Handler - Setup</p>	 <p style="font-size: small; text-align: center;">Material Handler - Setup</p>
Job Title:	Material Handler - Setup		
Date:	3-16-2010		
Dept/Facility:	West DC, St. Cloud, MN		
Product Section:	Outbound		
Electronic Doc. #	JFD Material Handler Setup 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	
	Second	Monday-Friday	4:00 PM to 12:30 AM	

Job Rotation	Yes
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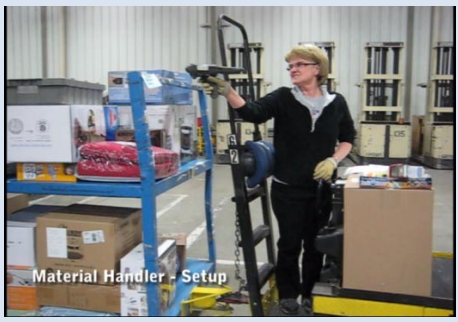







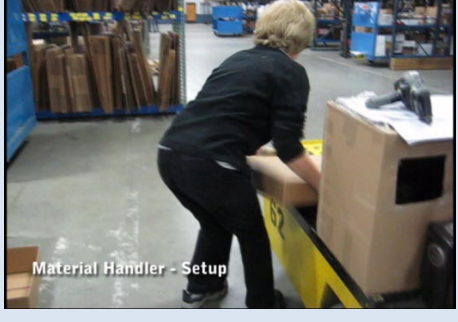
Job Training or Credentials Required at Hire	Education/ training:	None required; high school diploma or GED preferred.
	Knowledge/ cognitive skills:	Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team.

Machines, Tools and/or Equipment Used	Hand held scanner, hand taper, PC, pens, markers, knife, scissors, telephone, EZ-go, Walkie-Rider, pallet jack.
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Job Purpose/ Objectives	Setup and resupply the Packing workstations through manual handling of flat packing boxes, boxes of packing bags and bundles of catalogs. Operate manual pallet jack to position pallets of materials. Operate EZ-Go and Walkie-Rider to position carts and pallet jacks.
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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 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> EZ-Go <input checked="" type="checkbox"/> Walkie-Rider <input checked="" 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 	<ul style="list-style-type: none"> <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)		% of Shift
<p>1. Position blue carts and pallet jacks at Packing workstations</p> <ul style="list-style-type: none"> Hook up blue cart to EZ-GO Use handheld scanner Drive EZ-GO to position the blue cart at the Packing workstation Disconnect EZ-GO from blue cart Hook up pallet jack to EZ-GO Drive EZ-GO to position pallet jack at various locations at the Packing workstations Disconnect EZ-GO from the pallet jack 	 	25
<p>2. Use manual pallet jack to move pallets</p> <ul style="list-style-type: none"> Use manual pallet jacks to move materials on pallets in the area Pallets may hold flat cardboard boxes, boxes of products, etc. 	 	25
<p>3. Resupply Packing workstations with supplies</p> <ul style="list-style-type: none"> Transport flat packing boxes from pallet jack to storage racks at the workstation Transport bundles of catalogs to storage racks at the workstation Transport boxes of packing bags to storage racks at the workstation Manual handling occurs in the range of 6" from the floor to shoulder height Manual handling weight range is up to 50# with average weight of 20# 	     	50

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										
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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	N	R	O	F	C

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						

Hand Use

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

Sensory

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

Communication

Exp	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

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

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

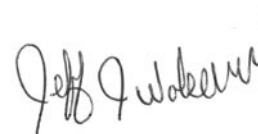
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed 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.



Jeff Wolseth
 Manager - Occupational Safety and Health



Tom Johnstone
 Manager - Returns Operations