

Material Handler – Outbound

Company:	Bluestem Brands, Inc.
Job Title:	Material Handler – Outbound (Truck Loader)
Date:	2-24-2022
Dept/Facility:	West DC, St. Cloud, MN
Product Section:	Outbound
Electronic Doc. #	FJD Material Handler – Outbound 2-24-22 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	8:00 AM to 4:30 PM	
	Second	Sunday-Thursday	4:30 PM to 1:00 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	Powered extendable conveyors that are operator controlled to extend and retract the conveyor into/out off of the trailer. Two-step platform.
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Job Purpose/ Objectives	Handle and process outbound materials and equipment. This FJD focuses specifically on truck loading making use of the powered extendable conveyors.
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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	

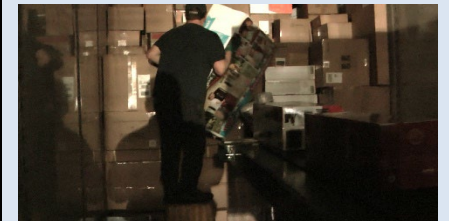
Safety/ Equipment Training/ Certification Required	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:)	Industrial Truck Training	OSHA Training (Rules and Regulations)
	<ul style="list-style-type: none"> Safety Topics Safety Policies Questions & Answers Review Safety Committee Minutes 	<input type="checkbox"/> EZ-Go <input 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 checked="" type="checkbox"/> Extendable conveyor	<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

	% of Shift
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Load truck

- Materials are conveyed to the loading area via the warehouse conveyor system
- An extendable, powered, operator controlled conveyor at the end of the warehouse conveyor system is powered into the trailer to bring the materials close to the location where they are loaded in the trailer
- Two different extendable conveyors are in use: height at the end of the conveyor is either 36 or 50" based on which one is used.
- Outbound materials are loaded manually from floor level to overhead to completely fill the trailer
- Weight range up to 150# (with team lift), with average of 10#)
- A two-step platform is available for the Material Handler to stand on to reach the higher levels in the trailer



**0%
to
100%**

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 SL/SO (Single Light Weight/Single Oversize)	% of Shift
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1. Positions loaded cart in trailer

- Driving EZ-GO backs the cart into the trailer.
- After cart is emptied drives empty cart out of the trailer.



2. Load non-convey items from cart into trailer

- Nonconvey: Items that due to item size and/or weight cannot be conveyed via the warehouse conveyance system.
- Items are lifted from the cart to be stacked in the trailer.
- Work height is floor to overhead level.
- May work individually or as a team of two.
- Weight range: items up to 150#, with team lift, up to 75# per person, or with material handling equipment.
- Average of 40# per item.
- Transpositioner may be used to position product at a higher level to accomplish higher fill level in the trailer.



0%
to
100%

Manual Material Handling

Exp	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	N	R	O	F	C
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Taper

Operate taper

- Boxes and bags are pushed through the taper to be taped and conveyed
- Bags weigh up to 10# with average of 5#



% of Shift

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 conveyor for access



To 100%

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 50# with an average of 15#
- Boxes are returned to conveyor



% of Shift

0% to 100%

Misc.

- Occasionally boxes get stuck on the conveyor system; a long pole is used to free them



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
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Manual Parcel Handler

Setup workstation

- Workstation is setup by placing pallets onto floor next to the workstation
- Empty boxes are brought to the workstation, sides are taped up and placed on the pallet
- Wheeled gurney or gray tote filled with bags/boxes is manually pushed to the workstation from the staging area



% of Shift

Process bags/boxes

- Bags/boxes are removed from the gurney and scanned with the handheld scanner
- Once processed they are tossed into the cardboard boxes on the pallets
- Weight range of bags/boxes is up to 10# with an average of 5#



0% to 100%

Transport filled boxes

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



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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Manual Postage Keyer

Position green bin

- Manually maneuver rolling green bin or gurney box into position at the postage keyer workstation.
- Up to 50# of push/pull force required to move full bin.



% of Shift

- Remove parcels from green bin or gurney box— reach into bin/box.
- Weight range of parcels of 1# to 15# with average weight of 5#.
- Scan parcels with handheld scanner.
- Throw scanned parcels into cardboard box placed on pallet.
- May scan several items placed on workbench and place stack of parcels into the cardboard box as a unit.



to 100%

Remove full cardboard box/pallet and bring in empty box/pallet

- Use manual pallet jack to remove cardboard box/pallet.
- Push/pull force up to 50# required.
- Bring into position new pallet and empty cardboard box.



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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 C - Continuous 67 to 100% of shift

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

Physical Factors

Postures/Movements															Head/Neck						
Exp	Sit	Stand	Walk	Bal	Stairs	Lad-der	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				Sensory					Communication			
Exp	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	

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						<table border="1"> <tr> <td rowspan="5">Key</td> <td>C - Continuous: 67 to 100% of shift</td> <td></td> </tr> <tr> <td>F - Frequent: 34 to 66% of shift</td> <td></td> </tr> <tr> <td>O - Occasional: 6 to 33% of shift</td> <td></td> </tr> <tr> <td>R - Rarely: up to 5% of shift</td> <td></td> </tr> <tr> <td>N - Never: 0% of shift</td> <td></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		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	
Key	C - Continuous: 67 to 100% of shift																
	F - Frequent: 34 to 66% of shift																
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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)																	

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/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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Physical Therapist

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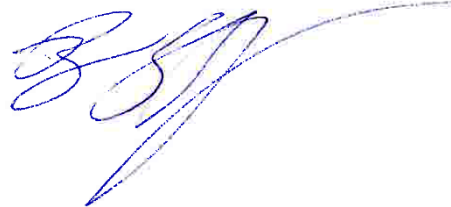
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This Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content.



Chris Condon
Supervisor – Safety, Security and Facilities



Brian Schaefer
Manager – Production Control