**Functional Job Description: Nonconvey Pick/Pack SO**

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| **Company:** | Bluestem Brands, Inc. | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00121.MTS.Still002.bmp | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00136.MTS.Still001.bmp |
| **Job Title:** | Nonconvey Pick/Pack SO (Single Oversize) |
| **Date:** | 9-20-17 |
| **Dept/Facility:** | DC, St. Cloud, MN |
| **Product Section:** | Outbound |
| **Electronic Doc. #** | FJD Nonconvey Pick Pack SO 9-2017 FINAL |

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| **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 | |

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| **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. |

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| **Machines, Tools and/or Equipment Used** | RDT/Hand held scanner, hand taper, pens, markers, knife, scissors, EZ-GO, garbage receptacle |

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| **Job Purpose/ Objectives** | Working as a team of two (Picker and Packer) pick and label Single Oversize (SO) items, up to 130# total (65# per person) nonconvey items (nonconvey: product because of weight and size that cannot be conveyed on the warehouse conveyance system). Picker maneuvers EZ-GO and cart through warehouse to pick product. Packer follows on EZ-Go to assist with team lift of items and prepares/places shipping labels on the product box. |

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

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

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| **Functional Job Elements** | | | **% of Shift** |
| 1. **Hook up EZ-GO to cart**  * Drives EZ-GO to connect to the cart. * May push/pull empty cart if needed. (up to 25# of push/pull force). | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00119.MTS.Still001.bmp | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00119.MTS.Still002.bmp | **2** |
| 1. **Picker - maneuver EZ-GO and cart through warehouse**  * Operates the handheld RDT * Work as a team of two with Packer drives EZ-GO/pulls cart to pick nonconvey product (nonconvey: product that because of weight and size, cannot be conveyed on the warehouse conveyance system).  1. **Packer - maneuver EZ-GO through warehouse to follow Packer**  * Work as a team of two with Picker drives EZ-GO to follow Packer to assist with team lift of items and prepare/place shipping labels on the product box.  1. **Picker/Packer – load product onto cart**  * Working as a team of two load items from pallets on the floor onto the cart. * Lifts, pushes and pulls items to load onto the cart. * To obtain items may reach into the racking to gain access. * Picks about 12 to 15 items per cart. * Some items may be stacked on the cart up to a height of about 60”. * Weight range: up to 130#, with average of about 50# | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00120.MTS.Still001.bmp | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00121.MTS.Still001.bmp | **96** |
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| C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00140.MTS.Still002.bmp | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00140.MTS.Still001.bmp |
| C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00142.MTS.Still001.bmp | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00140.MTS.Still003.bmp |
| 1. **Returns cart to Packing area**  * When full cart has been picked returns cart to packing area and disconnects cart from the EZ-GO. | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00134.MTS.Still001.bmp | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00134.MTS.Still002.bmp | **2** |

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| **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** | | | | |
| ***100*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***75*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***65*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***40*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***25*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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** |

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| **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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Hand Use** | | | |  | **Sensory** | | | | |  | **Communication** | | | |  | |  |  |  | | --- | --- | --- | | **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 |
| **Exp** | **Simple Grasp** | **Firm Grasp** | **Fine Manip** | **Bal** | **See** | **Hear** | **Touch Feel** | **Taste** | **Smell** |  | **Talk** | **Read** | **Write** | **Hand Signal** |  |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Environmental Factors** | **Exposure Level** | | | | | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  | |  |  |  | | --- | --- | --- | | **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. |
| Indoor Work |  |  |  |  |  |
| Heat |  |  |  |  |  |
| Cold |  |  |  |  |  |
| 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/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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| signature MAA | Jeff W.jpgThis 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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| Jeff Wolseth  Sr. Manager – Safety, Security and Facilities |
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| Chris Yogerst  Sr. Supervisor – Pick/Pack |