

# Functional Job Description: Nonconvey Pick/Pack SO

<b>Company:</b>	Bluestem Brands, Inc.		
<b>Job Title:</b>	Nonconvey Pick/Pack SO (Single Oversize)		
<b>Date:</b>	9-20-17		
<b>Dept/Facility:</b>	DC, St. Cloud, MN		
<b>Product Section:</b>	Outbound		
<b>Electronic Doc. #</b>	FJD Nonconvey Pick Pack SO 9-2017 FINAL		

<b>Work Hours</b>	<b>Overtime:</b>	Voluntary and/or mandatory per production requirements.	<b>Breaks:</b>	10 minutes every two hours, one 30 minute lunch break.
	<b>Shift:</b>	<b>Days of week:</b>	<b>Time:</b>	
	First	Monday-Friday	8:00 AM to 4:30 PM	
	Second	Sunday-Thursday	4:30 PM to 1:00 AM	

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

<b>Machines, Tools and/or Equipment Used</b>	RDT/Hand held scanner, hand taper, pens, markers, knife, scissors, EZ-GO, garbage receptacle
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<b>Job Purpose/ Objectives</b>	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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<b>Safety and Personal Protective Equipment Required *Available</b>	<input type="checkbox"/> Hard Hat	<input checked="" type="checkbox"/> Steel Toe Footwear	<input type="checkbox"/> Safety Glasses	<b>Gloves:</b> <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 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	

<b>Safety/ Equipment Training/ Certification Required</b>	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:)	<b>Industrial Truck Training</b>	<b>OSHA Training (Rules and Regulations)</b>
	<ul style="list-style-type: none"> <li>Safety Topics</li> <li>Safety Policies</li> <li>Questions &amp; Answers</li> <li>Review Safety Committee Minutes</li> </ul>	<input checked="" type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift (sit down)	<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	
<p><b>1. Hook up EZ-GO to cart</b></p> <ul style="list-style-type: none"> <li>• Drives EZ-GO to connect to the cart.</li> <li>• May push/pull empty cart if needed. (up to 25# of push/pull force).</li> </ul>			2
<p><b>2. Picker - maneuver EZ-GO and cart through warehouse</b></p> <ul style="list-style-type: none"> <li>• Operates the handheld RDT</li> <li>• 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).</li> </ul>			96
<p><b>3. Packer - maneuver EZ-GO through warehouse to follow Packer</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>			
<p><b>4. Picker/Packer – load product onto cart</b></p> <ul style="list-style-type: none"> <li>• Working as a team of two load items from pallets on the floor onto the cart.</li> <li>• Lifts, pushes and pulls items to load onto the cart.</li> <li>• To obtain items may reach into the racking to gain access.</li> <li>• Picks about 12 to 15 items per cart.</li> <li>• Some items may be stacked on the cart up to a height of about 60”.</li> <li>• Weight range: up to 130#, with average of about 50#</li> </ul>			
			
<p><b>5. Returns cart to Packing area</b></p> <ul style="list-style-type: none"> <li>• When full cart has been picked returns cart to packing area and disconnects cart from the EZ-GO.</li> </ul>			2

## 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	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	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"><b>Key</b></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>Yellow</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><b>Comments:</b>  <b>Indoor Work:</b> Primary work area is a large indoor warehouse complex.  <b>Moving Objects:</b> Be aware of and avoid moving objects including product and equipment.  <b>Heat:</b> 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>	<b>Key</b>	C - Continuous: 67 to 100% of shift	Red	F - Frequent: 34 to 66% of shift	Yellow	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														
Cold	Green																
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**

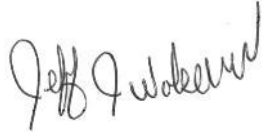
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed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




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Chris Yogerst  
 Sr. Supervisor – Pick/Pack