**Functional Job Description:**

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| **Company:** | Bluestem Brands, Inc. | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Packaging Specialist\4.JPG | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Packaging Specialist\15.JPG |
| **Job Title:** | Packaging Specialist |
| **Date:** | 3-20-13 |
| **Dept/Facility:** | West DC, St. Cloud, MN |
| **Product Section:** | Packaging |
| **Electronic Doc. #** | FJD Packaging Specialist 3-2013 |

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| **Work Hours** | **Overtime:** | Voluntary and/or mandatory per production requirements. | **Breaks:** | Straight 8 hours with 20 minute lunch break or 10 minutes/2 hours with one 30 minute lunch break |
| **Shift:** | **Days of week:** | **Time:** |
| First  | Monday – Friday | 6:00 AM to 2:00 PM, 7:00 AM to 3:00 PM |
| Second | Sunday – Thursday | 3:30 PM to 11:30 PM |

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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, Equipment Used** | EZ-GO, tape measure, scale (on EZ-GO), PC, pens, radio, handheld RDT, handheld taper, knife |

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| **Job Purpose/ Objectives** | Weigh and measure all new products and enter into the system to assign proper packaging. |

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

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| **Safety/ Equipment Training/ Certification Required** | [x]  Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training  | OSHA Training (Rules and Regulations) |
| * Safety Topics
 | [x]  EZ-Go | [x]  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)[x]  Supervisor Safety Updates |
| [ ]  Stand-up Reach Truck |
| [ ]  Order Picker |

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| **Functional Job Elements**  | **% of Shift** |
| 1. Work in the DC (50% of shift)
	1. Drive EZ-GO to area in DC where new product is located
	2. Obtain master carton: could be removed from a truck on a pallet or removed from the storage racks in the DC
	3. Carton is weighed by placing it on the scale that is positioned on the EZ-GO
	4. Carton is measured via tape measure
	5. Carton is opened with knife if needed to gain access to items inside that are then removed
	6. Carton is returned to the initial location
	7. Inside items are measured and returned to carton
	8. May have to climb the EZ-GO ladder to reach some items on the racking
	9. On average 65 to 100 items handled per person/shift
	10. Item weight ranges from 1# to 150#.
	11. For items in excess of 50# can work in team of two
	12. Average item weight is 12 to 15#
	13. When EZ-GO battery is changed the scale (weight: 60#) is lifted off the EZ-GO
	14. Line Support – communication with packer and supervisor
	15. Jackpot support
	16. Returns support
	17. Rework and drop test
	18. New receipts
	19. Audits
2. Work in the office (50 % of shift)
	1. Once data has been collected in the field, return to the office and enter into PC
	2. Seated at desk with computer and hard copy materials
 | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Packaging Specialist\15.JPG | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Packaging Specialist\16.JPG | **30% in the office and 70% in the DC** |
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| **Physical Factors** |

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| **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*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***50*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***25*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***15*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Hand Use** |  | **Sensory** |  | **Communication** |  |

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| **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=Balance, 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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Environmental Factors** | **Exposure Level** | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  |

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| --- | --- | --- |
| **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.**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.**Moving Objects:** Be aware of and avoid moving objects including equipment.**Protected Work Heights:** Rarely work at heights – fall protection is in place. |
| 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 WolsethManager - Occupational Safety and Health  |
| L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Signatures\Kathy Kuebel SIG0001 copy copy.jpg\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Kathy KuechleManager - Packaging |