

Functional Job Description:

Company:	Bluestem Brands, Inc.		
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		

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	

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, 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	<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 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 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 	<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

% of Shift

1. Work in the DC (50% of shift)
 - a. Drive EZ-GO to area in DC where new product is located
 - b. Obtain master carton: could be removed from a truck on a pallet or removed from the storage racks in the DC
 - c. Carton is weighed by placing it on the scale that is positioned on the EZ-GO
 - d. Carton is measured via tape measure
 - e. Carton is opened with knife if needed to gain access to items inside that are then removed
 - f. Carton is returned to the initial location
 - g. Inside items are measured and returned to carton
 - h. May have to climb the EZ-GO ladder to reach some items on the racking
 - i. On average 65 to 100 items handled per person/shift
 - j. Item weight ranges from 1# to 150#.
 - k. For items in excess of 50# can work in team of two
 - l. Average item weight is 12 to 15#
 - m. When EZ-GO battery is changed the scale (weight: 60#) is lifted off the EZ-GO
 - n. Line Support – communication with packer and supervisor
 - o. Jackpot support
 - p. Returns support
 - q. Rework and drop test
 - r. New receipts
 - s. Audits
2. Work in the office (50 % of shift)
 - a. Once data has been collected in the field, return to the office and enter into PC
 - b. Seated at desk with computer and hard copy materials



30% in the office and 70% in the DC

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. 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.</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														
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

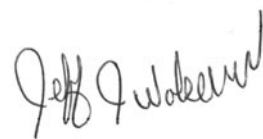
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed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