


Functional Job Description: Packer

Company:	Bluestem Brands, Inc.		
Job Title:	Packer		
Date:	6-16-2016		
Dept/Facility:	West DC, St. Cloud, MN		
Product Section:	Outbound		
Electronic Doc. #	FJD Packer 6-2016 DRAFT		

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	7:00 AM to 3:30 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 and/or Equipment Used	Hand held scanner, hand taper, PC, pens, markers, knife, scissors, staple puller, pallet jack.
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Job Purpose/ Objectives	Combines all merchandise and written materials into a package (box or poly bag) that is sent to the customer.
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Safety and Personal Protective Equipment Required *Available	<input type="checkbox"/> Hard Hat <input type="checkbox"/> Face Shield <input type="checkbox"/> Dust Mask	<input checked="" type="checkbox"/> Steel Toe Footwear <input type="checkbox"/> Protective Clothing <input type="checkbox"/> Safety Vest <input type="checkbox"/> Fall Protection Harness <input checked="" type="checkbox"/> Back Support*	<input type="checkbox"/> Safety Glasses <input type="checkbox"/> Safety Glasses/Side Shields <input type="checkbox"/> Safety Goggles <input checked="" type="checkbox"/> Hearing Protection* <input checked="" type="checkbox"/> Compensatory methods to mitigate heat	Gloves: <input type="checkbox"/> Leather <input checked="" type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical
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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 checked="" type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input checked="" type="checkbox"/> Hand Pallet Jack <input type="checkbox"/> Forklift (sit down) <input type="checkbox"/> Stand-up Reach Truck <input type="checkbox"/> Order Picker	<input checked="" type="checkbox"/> New Hire Safety Orientation <input type="checkbox"/> Right to Know <input type="checkbox"/> Lockout/Tag Out <input checked="" type="checkbox"/> Regulated Materials Training (ORM-D) <input checked="" type="checkbox"/> Supervisor Safety Updates

Functional Job Elements

% of Shift

1. Pull/push cart into workstation

- Cart loaded with product is pulled/pushed about 20 to 40' into workstation.
- Typical force required to initiate cart movement is 50# with force up to 70# sometimes required.
- Typical force required to sustain cart movement is 25#.



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2. Obtain cardboard boxes from storage rack and carry to workstation workbench

- Cardboard boxes are obtained from the storage rack, weight of box is 1 to 2#, 3 or 4 may be carried at one time.
- Box is carried to workbench to be used to pack products.



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3. Product is packed into box or poly bag and pushed onto conveyor

- Workstation is setup for packing: paperwork, tools in place, poly bags staged on storage shelf, etc.
- Box is staged on workbench.
- Product may be removed from master carton.
- Product is carried from cart to workbench.
- Cart shelf heights are 12" and 42" from floor.
- Workbench height is 36" from floor. Some user adjustable workbenches are being added (at this time less than 10%).
- Product is packed in box/poly bag; box/poly bag is positioned/repositioned on workbench to facilitate packing.
- Depending on product size over-shoulder lifting may be required.
- Individual product weight ranges from 1# to 50#.
- Average individual product weight is 8#.
- Paper work is placed into box.
- Label is placed on package.
- Box is pushed onto the conveyor.



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4. Push empty cart out of workstation

- Once cart has been emptied it is pushed out of the workstation and returned to the cart holding area.
- About 20# force is needed to initiate cart movement.
- About 10# is needed to sustain cart movement.



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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					
	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
75																																				
50																																				
25																																				
15																																				
10																																				
8																																				
5																																				
0																																				

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=Balance, 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">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. 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. Climate Control Plan: Ambient temperature in the warehouse is controlled via opening/closing building outside doors as appropriate in conjunction with fan use.</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

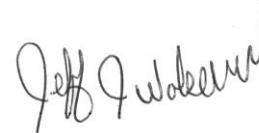
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed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