



Functional Job Description: Packer-Nonconvey

Company:	Fingerhut Fulfillment, Inc.		
Job Title:	Packer-Nonconvey		
Date:	9/28/2009		
Dept/Facility:	West DC, St. Cloud, MN		
Product Section:	Outbound		
Electronic Doc. #	JFD Packer Nonconvey 9-2009 FINAL		

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	
	Second	Monday-Friday	4:00 PM to 12:30 AM	

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, telephone, pallet jack, hydraulic lift table.
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Job Purpose/ Objectives	Working in a team of two individuals, process merchandise that cannot be conveyed on the sortation system for shipping.
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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 	<input checked="" type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input checked="" type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift (sit down) <input type="checkbox"/> Stand-up Reach Truck <input type="checkbox"/> Order Picker <input checked="" type="checkbox"/> Transpositioner	<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 (Refer to video clip for complete details)

% of Shift

1. Position cart/pallet at workstation

- Mechanical work positioner is used for pallets
- Cart is pulled/pushed about 10 " into workstation.
- Typical force to initiate cart movement is 50# with force up to 70# sometimes required.



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2. Move merchandise to workbench

- If on pallet, work positioner used to place at bench height (36").
- If cart, manually move merchandise from cart (12" height) onto workbench (36")
- Depending on weight/size of package may be performed by one or two persons.
- Weight range : up to 150# (with team lift or equipment), with average of 75#.



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3. Process merchandise for shipping

- Box is opened with a knife for a large enough slit to allow paper work to be slipped into the box.
- Slit opening is taped shut with a taper.



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4. Push processed merchandise onto the conveyor for shipping

- Box is manually pushed onto the conveyor.
- Maybe performed by one or two persons based on weight/size of the box.



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5. Retrieve merchandise from trailer

- Sometimes merchandise needs to be retrieved from the shipping trailer for rework.
- Involves manually lifting merchandise from location in the trailer and carrying to the workstation



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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																			
	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				
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				

Key

C - Continuous: 67 to 100% of shift	Red
F - Frequent: 34 to 66% of shift	Yellow
O - Occasional: 6 to 33% of shift	Blue
R - Rarely: up to 5% of shift	Green
N - Never: 0% of shift	Green

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.

Position eligible to be considered for temporary modification in conjunction with a Return to Work transitional duty program agreement: Yes

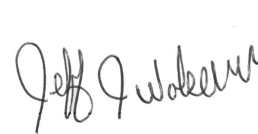
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed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



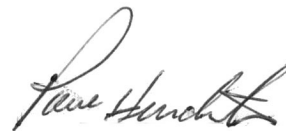
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This Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content.



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