

# Functional Job Description: Picker

<b>Company:</b>	Bluestem Brands, Inc.	 
<b>Job Title:</b>	Picker	
<b>Date:</b>	2-23-2022	
<b>Dept/Facility:</b>	West DC, St. Cloud, MN	
<b>Product Section:</b>	Outbound	
<b>Electronic Doc. #</b>	FJD Picker 2-22 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	7:00 AM to 3:30 PM	
	Second	Monday-Friday	4:00 PM to 12:30 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>	Pick to voice headset, hand held scanner, hand taper, pens, markers, knife, scissors, EZ-Go, cart.
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<b>Job Purpose/ Objectives</b>	Working from a pick list (Pick to Voice Headset (NOTE: handheld scanner was observed in use by one Picker), pick merchandise from storage racks in the warehouse that can be conveyed on the sortation system. Operate an EZ-Go pulling a cart to transport picked merchandise.
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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	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	

<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 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"/> 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 (Refer to video clip for complete details)

**% of Shift**

**1. Prep equipment and materials**

- Prep equipment and materials.
- Hook up cart to EZ-GO.
- Drive to first pick point in the warehouse.



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**2. Pick merchandise**

- Operate the EZ-GO with cart attached throughout the warehouse to pick merchandise.
- A Pick to Voice Headset is typically used, this allows for hands-free operation.
- Note a handheld scanner was used by one picker
- Merchandise is obtained from the master carton on the shelf and placed on the cart.
- Shelf heights are pallets on the floor (5") and about 81".
- Cart shelf heights are 12" and 42".
- Items weight ranges from 1# to 50#.
- Average item weight is 2.75#.
- A knife is used to cut open the master carton to remove merchandise.
- A ladder on the EZ-Go is used to obtain access to the top shelf if needed
- A reach stick is used to pull higher items down to within reach range.
- A reach stick used to pull out items from the back of master cartons.
- A yellow one step stool is available.



**90**



**3. Deliver cart to Packing**

- Once the cart has been filled it is transported to Packing.



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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					
100																																								
75																																								
50																																								
25																																								
15																																								
10																																								
3																																								
0																																								
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

**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				

<b>Key</b>	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"><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>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><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 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	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/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.



Chris Condon  
 Supervisor - Safety, Security and Facilities



Heath Lunde  
 Manager - Outbound Operations