



Functional Job Description: Picker Case Flow

Company:	Bluestem Brands, Inc.	 
Job Title:	Picker – Case Flow	
Date:	2-24-2022	
Dept/Facility:	West DC, St. Cloud, MN	
Product Section:	Outbound	
Electronic Doc. #	FJD Picker Case Flow 2-22 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	Pick to Voice Headset, hand held scanner, hand taper, pens, markers, knife, scissors, cart.
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Job Purpose/ Objectives	Working from a pick list (typically uses a Voice to Pick Headset, may use a Handheld Scanner), pick merchandise from the case flow storage racks in the warehouse that can be conveyed on the sortation system. Tote is moved along on a roller conveyer.
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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"/> 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. Pick merchandise

- Typically a Pick to Voice Headset is used to guide the pick process, a handheld scanner may be used
- Merchandise is obtained from the bins on the racking shelves and placed into gray totes on the roller conveyor
- Items weight ranges from 1# to 3#.
- Average item weight is 2#.
- Shelves heights (to the top of the bin on the shelf): 9, 22, 46, 61 and 79"
- Roller conveyor height: 28"
- Empty gray tote weighs 5#
- Typical full gray tote weighs 20#
- The gray tote is rolled along the conveyor to advance the picking. master carton on the shelf, labeled and placed on the cart
- Conveyor has tip up sections to allow access to both sides of the racking
- Gray tote is sometimes carried around a tipped up section or rolled on the section if the section is down
- Processing takes place at workbench (height about 34")
- Empty totes may be stacked up to 74" (top of tote)



90

2. Transfer full totes to blue cart

- Full gray totes are carried to and placed on the blue cart (3 shelves at 9, 31 and 53"



5

3. Transfer blue cart to Packing

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



5

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																																													
20		Blue					Blue					Blue					Blue																												
15		Blue					Blue					Blue					Blue																												
3		Blue	Yellow				Blue	Yellow				Blue	Yellow				Blue	Yellow																											
2		Blue	Yellow	Orange			Blue	Yellow	Orange			Blue	Yellow	Orange			Blue	Yellow	Orange																										
0	Green	Blue	Yellow	Orange	Green	Green	Blue	Yellow	Orange	Green	Green	Blue	Yellow	Orange	Green	Green	Blue	Yellow	Orange	Green	Green	Blue	Yellow	Orange	Green	Green	Blue	Yellow	Orange	Green	Green	Blue	Yellow	Orange	Green	Green	Blue	Yellow	Orange	Green					
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

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		Orange	Orange										Orange	Orange
O		Orange	Orange				Yellow	Yellow	Yellow	Yellow			Orange	Yellow
R		Orange	Orange			Blue	Yellow	Yellow	Yellow	Blue			Orange	Yellow
N	Green	Orange	Orange	Green	Green	Blue	Yellow	Yellow	Yellow	Blue	Green		Orange	Yellow

Head/Neck

Exp	Flex Static	Ext Static	Rot Static	Flex Dyn	Ext Dyn	Rot Dyn
C						
F				Orange	Orange	Orange
O				Orange	Orange	Orange
R	Blue	Blue	Blue	Orange	Orange	Orange
N	Blue	Blue	Blue	Orange	Orange	Orange

Hand Use

Exp	Simple Grasp	Firm Grasp	Fine Manip
C			
F	Orange		
O	Orange	Yellow	
R	Orange	Yellow	Blue
N	Orange	Yellow	Blue

Sensory

Exp	See	Hear	Touch Feel	Taste	Smell
C	Red	Red			
F	Red	Red			
O	Red	Red			
R	Red	Red			
N	Red	Red	Green	Green	Green

Communication

Exp	Talk	Read	Write	Hand Signal
C	Red			
F	Red			
O	Red	Yellow		
R	Red	Yellow	Blue	
N	Red	Yellow	Blue	Green

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

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 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.</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/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.



Christopher Condon
 Supervisor - Safety, Security and Facilities



Heath Lunde
 Manager - Outbound Operations