



Functional Job Description: Picker-Nonconvey

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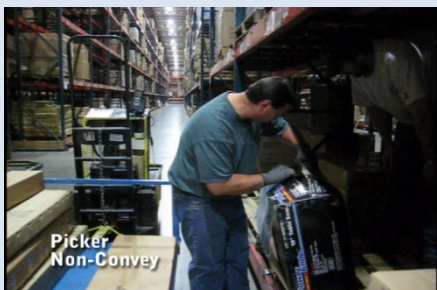



Job Training or Credentials Required at Hire	Education/ training:	None required; high school diploma or GED preferred.
	Knowledge/ cognitive skills:	Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team.

Machines, Tools and/or Equipment Used	Scanner, hand taper, PC, pens, markers, knife, scissors, EZ-Go, cart, pallet jack.
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Job Purpose/ Objectives	Working in a team of two individuals from a pick list (scanner), pick merchandise from storage racks in the warehouse that cannot be conveyed on the sortation system. One person operates an EZ-Go pulling a cart to transport picked merchandise. Other person operates an EZ-Go.
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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:) <ul style="list-style-type: none"> • Safety Topics • Safety Policies • Questions & Answers • Review Safety Committee Minutes 	Industrial Truck Training	OSHA Training (Rules and Regulations)
		<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

			Shift
<p>1. Prep equipment and materials</p> <ul style="list-style-type: none"> • Work in team of two individuals. • Prep equipment and materials. • Hook up cart to EZ-GO. • Drive to first pick point in the warehouse. 	 <p>Picker Non-Convey</p>	 <p>Picker Non-Convey</p>	5
<p>2. Pick merchandise</p> <ul style="list-style-type: none"> • One person operates the EZ-GO with cart attached throughout the warehouse to pick merchandise. • A scanner is used to guide the pick process. • Merchandise is obtained from the pallets on the floor, labeled and placed on the cart. • Work height is from pallets on the floor (5"). • Cart shelf height is 12". • Depending where the merchandise is located in the racking may need to work under the upper rack to gain access to merchandise. • Items weight ranges from 1# to 150#. • Working in a team of two, each individual will manually handle up to 75#. • Average item weight is 50#. • A knife is used to cut open the master carton to remove merchandise if needed. • Often have to manually reorganize merchandise already on the cart so additional merchandise can be added to the cart. 	 <p>Picker Non-Convey</p>	 <p>Picker Non-Convey</p>	90
	 <p>Picker Non-Convey</p>	 <p>Picker Non-Convey</p>	
	 <p>Picker Non-Convey</p>	 <p>Picker Non-Convey</p>	
	 <p>Picker Non-Convey</p>		
<p>3. Deliver cart to Packing-Nonconvey</p> <ul style="list-style-type: none"> • Once the pick order has been completed the cart is transported to Packing-Nonconvey. 	 <p>Picker Non-Convey</p>		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					
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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

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

N R O F C

Key/Comments

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	Orange
	O - Occasional: 6 to 33% of shift	Yellow
	R - Rarely: up to 5% of shift	Blue
	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 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

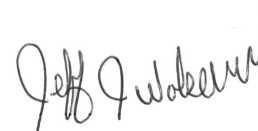


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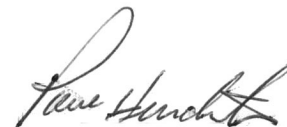
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This Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content.



Jeff Wolseth
Manager - Occupational Safety and Health



Paul Hendrickson
Manager - Outbound Operations