

Functional Job Description: Cycle Count System Directed

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| Company: | Bluestem Brands, Inc. |  |  |
| Job Title: | Cycle Count System Directed | | |
| Date: | 11-13-17 | | |
| Dept/Facility: | DC, Eatonton, GA | | |
| Product Section: | Inbound | | |
| Electronic Doc. # | FJD Cycle Count System Directed FINAL 11-13-17 | | |

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|-------------------|------------------|---|--------------------|--|
| Work Hours | Overtime: | Voluntary and/or mandatory per production requirements. | Breaks: | Two 15-minute breaks and one 30-minute lunch within 8-hour shift |
| | Shift: | Days of week: | Time: | |
| | First | Monday - Friday | 6:00 AM to 2:30 PM | |
| | Second | NA | NA | |

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| 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. |

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| Machines, Tools and/or Equipment Used | Computer, handheld scanner, cart, tape. |
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| Job Purpose/ Objectives | Cycle count System Directed – 100% pick slots. Reserves are done with Job “Cycle Count Reserves”. |
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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 type="checkbox"/> Steel Toe Footwear <input type="checkbox"/> Protective Clothing <input type="checkbox"/> Safety Vest <input type="checkbox"/> Fall Protection Harness | <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Safety Glasses/Side Shields <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Hearing Protection* <input type="checkbox"/> Compensatory methods to mitigate heat | Gloves: <input type="checkbox"/> Leather <input checked="" type="checkbox"/> Rubberized/cloth* <input checked="" type="checkbox"/> Cut proof <input checked="" type="checkbox"/> Latex |
|---|---|---|--|---|

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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 <input type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift (sit down) <input type="checkbox"/> Stand-up Reach Truck <input type="checkbox"/> Order Picker | OSHA Training (Rules and Regulations) <input checked="" type="checkbox"/> New Hire Safety Orientation <input checked="" type="checkbox"/> Right to Know <input checked="" type="checkbox"/> Lockout/Tag Out <input type="checkbox"/> Regulated Materials Training (ORM-D) <input checked="" type="checkbox"/> Supervisor Safety Updates |
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| Functional Job Elements | | | % of Shift |
|--|--|--|-------------------|
| <p>1. Cycle Count - Slot</p> <ol style="list-style-type: none"> 1. Working from a cart at floor level. 2. Pull box of merchandise off racking onto the cart. 3. Use handheld scanner. 4. Perform cycle count. 5. Return box to racking. 6. Work height (rack levels) is from 6" to overhead. 7. Heaviest weight is about 40#. 8. Average weight is about 10#. |   |   | 100 |

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 | | | | | |
| 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Exp | Postures/Movements | | | | | | | | | | | | | Reach below 54" | Reach above 54" |
|-----|--------------------|-------|------|-----|--------|--------|-------------|-------------|------------|-------|-------|-------|--|-----------------|-----------------|
| | Sit | Stand | Walk | Bal | Stairs | Ladder | Foot contrl | Twist Waist | Bend Waist | Squat | Kneel | Crawl | | | |
| C | | | | | | | | | | | | | | | |
| F | | | | | | | | | | | | | | | |
| O | | | | | | | | | | | | | | | |
| R | | | | | | | | | | | | | | | |
| N | | | | | | | | | | | | | | | |

| Exp | Head/Neck | | | | | |
|-----|-------------|------------|------------|----------|---------|---------|
| | Flex Static | Ext Static | Rot Static | Flex Dyn | Ext Dyn | Rot Dyn |
| C | | | | | | |
| F | | | | | | |
| O | | | | | | |
| R | | | | | | |
| N | | | | | | |

| Exp | Hand Use | | |
|-----|--------------|------------|------------|
| | Simple Grasp | Firm Grasp | Fine Manip |
| C | | | |
| F | | | |
| O | | | |
| R | | | |
| N | | | |

| Exp | Sensory | | | | |
|-----|---------|------|------------|-------|-------|
| | See | Hear | Touch Feel | Taste | Smell |
| C | | | | | |
| F | | | | | |
| O | | | | | |
| R | | | | | |
| N | | | | | |

| Exp | Communication | | | |
|-----|---------------|------|-------|-------------|
| | Talk | Read | Write | Hand Signal |
| C | | | | |
| F | | | | |
| O | | | | |
| R | | | | |
| N | | | | |

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| 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 | | | | | <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. Cold: Cold in winter.</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 |
| Key | C - Continuous: 67 to 100% of shift | Red | | | | | | | | | | | | | | | |
| | F - Frequent: 34 to 66% of shift | Orange | | | | | | | | | | | | | | | |
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| | R - Rarely: up to 5% of shift | Blue | | | | | | | | | | | | | | | |
| | N - Never: 0% of shift | Green | | | | | | | | | | | | | | | |
| Indoor Work | Red | Red | Red | Red | Red | | | | | | | | | | | | |
| Heat | Yellow | Yellow | Yellow | | | | | | | | | | | | | | |
| Cold | Orange | Orange | Orange | Orange | | | | | | | | | | | | | |
| Wet/ Humid | Green | | | | | | | | | | | | | | | | |
| Hearing Protection | Green | | | | | | | | | | | | | | | | |
| Vibration | Green | | | | | | | | | | | | | | | | |
| Fumes/Gases/Odors | 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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 Licensed Physical Therapist

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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.

Jimmy Johnson, Inbound Manager

Joel McCullough, Maintenance Manager