

# Functional Job Description: Kitting

<b>Company:</b>	Bluestem Brands, Inc.
<b>Job Title:</b>	Kitting
<b>Date:</b>	11-13-17
<b>Dept/Facility:</b>	DC, Eatonton, GA
<b>Product Section:</b>	Outbound
<b>Electronic Doc. #</b>	FJD Kitting FINAL 11-13-17



<b>Work Hours</b>	<b>Overtime:</b>	Voluntary and/or mandatory per production requirements.	<b>Breaks:</b>	Two 15-minute breaks and one 30-minute lunch within 8-hour shift
	<b>Shift:</b>	<b>Days of week:</b>	<b>Time:</b>	
	First	Monday - Friday	3:00 AM to 11:30 AM	
	Second	NA	NA	

<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>	Workbench (height at 41"), bags, boxes, promotional materials.
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<b>Job Purpose/ Objectives</b>	Prepare kits for the Induction line.
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<b>Safety and Personal Protective Equipment Required *Available</b>	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Steel Toe Footwear	<input checked="" type="checkbox"/> Safety Glasses*	Gloves: <input type="checkbox"/> Leather <input type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical <input checked="" type="checkbox"/> Cut proof
	<input type="checkbox"/> Face Shield	<input type="checkbox"/> Protective Clothing	<input type="checkbox"/> Safety Glasses/Side Shields	
	<input checked="" type="checkbox"/> Dust Mask*	<input type="checkbox"/> Safety Vest	<input type="checkbox"/> Safety Goggles	
		<input type="checkbox"/> Fall Protection Harness	<input type="checkbox"/> Hearing Protection*	
			<input type="checkbox"/> Compensatory methods to mitigate heat	

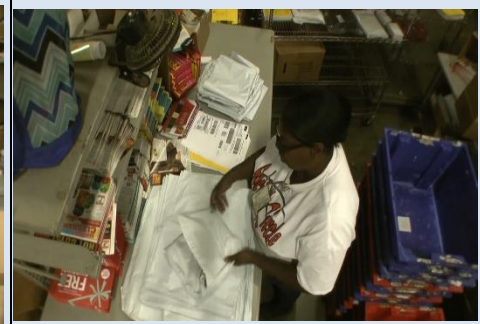
<b>Safety/ Equipment Training/ Certification Required</b>	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:)	<b>Industrial Truck Training</b>	<b>OSHA Training (Rules and Regulations)</b>
	<ul style="list-style-type: none"> <li>Safety Topics</li> <li>Safety Policies</li> <li>Questions &amp; Answers</li> <li>Review Safety Committee Minutes</li> </ul>	<input 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 <input type="checkbox"/> Transpositioner <input type="checkbox"/> Pivot Pro Vacuum Lift	<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. Kitting - Promo

1. Pull materials (light weight – few ounces) from workbench (41” height) and shelves (about 60” height)..
2. Fold materials and place into bag.
3. Fold bag.
4. Stack bags
5. Repeat sequence.
6. With stack of about 10 bags place stack into tote.
7. Push tote down conveyor.
8. Pull stacks of empty totes on floor in area.



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### 2. Kitting – Promo + Gift

1. Pull materials from shelves.
2. Fold materials and place into bag.
3. **Pull gift box from shelf to the right of the workbench).**
4. **Insert gift (box weighs 1 to 2#) into bag.**
5. Fold bag.
6. Place in tote.
7. Push tote down conveyor.



## 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																																									
50																																									
25																																									
15																																									
10																																									
5																																									
0																																									

### 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					<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 product and 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.  <b>Cold:</b> Cold in the winter.</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	Yellow	Yellow	Yellow														
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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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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Christopher Simmons, Outbound Manager

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Joel McCullough, Maintenance Manager