

Functional Job Description: Lift Operator

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



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

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	Handheld scanner, fall protection harness, powered pallet jack, fork truck, order picker.
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Job Purpose/ Objectives	Receive and unload trailers. Put merchandise away in to the warehouse racks.
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Safety and Personal Protective Equipment Required *Available	<input type="checkbox"/> Hard Hat	<input 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 checked="" type="checkbox"/> Fall Protection Harness	<input type="checkbox"/> Hearing Protection*	
			<input 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 type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input checked="" type="checkbox"/> Pallet Jack <input checked="" type="checkbox"/> Forklift (sit down) <input type="checkbox"/> Stand-up Reach Truck <input checked="" type="checkbox"/> Order Picker <input type="checkbox"/> Transpositioner <input type="checkbox"/> Pivot Pro Vacuum Lift	<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

Functional Job Elements

% of Shift

1. Unload Trailer/Container

1. Unload trailer/container either from a floor/bed load configuration (no pallet loads) by manually handling boxes and placing onto a pallet.
2. Maximum weight is 70# with average of 20#.
3. Pallet jack is used to move loaded pallet to staging area in QC.
4. Manually handle empty pallets to stage in the trailer/container.
5. Unload trailer with a pallet load configuration (merchandise on pallets in the trailer).
6. Pallet jack is used to move loaded pallet to staging area in QC.
7. Typically, will unload 2 trailers/containers per day up to 4/day.



0 to 100

2. Put Away

1. Use order picker to put away boxes in the racking in the warehouse.
2. Manually handle boxes from pallet on the order picker.
3. Average weight is 20# up to 70# on a rare basis.



0 to 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	N	R	O	F	C
100																																									
70																																									
50																																									
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				

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 the 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
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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	Orange	Orange	Orange	Orange													
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.

 Jimmy Johnson, Inbound Manager

 Joel McCullough, Maintenance Manager