

Functional Job Description: Packers

Company:	Bluestem Brands, Inc.
Job Title:	Packers
Date:	11-13-17
Dept/Facility:	DC, Eatonton, GA
Product Section:	Outbound
Electronic Doc. #	FJD Packers 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	Monday – Friday	2:30 PM to 9:00 PM	

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	Safety knife, tape dispenser, labels, boxes, bags, pallet jack, bins, gaylords.
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Job Purpose/ Objectives	Pack merchandise for shipping. Two lines: Sorter line – merchandise is packed and conveyed on the sorter conveyor. Bulk Line – packed merchandise that cannot be conveyed on the sorter conveyor or single orders.
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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 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 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. Sorter Line

1. Sorter line – merchandise is packed and conveyed on the sorter conveyor.
2. Merchandise drops onto the workbench from the chute.
3. Packer works up and the down the line in front of chutes at the workbench.
4. Merchandise is packed either in bags or boxes.
5. Bags: items are placed in the bag; the bag is sealed shut and placed on the conveyor.
6. Boxes: boxes are obtained from area under the workbench, bottom of box is taped, depending on size of the box it is on the floor or up on the workbench, items are placed in the box, box is either pushed forward onto the conveyor or placed on the floor behind the workbench.
7. Maximum weight is 35# and is rare, Average weight is 10 to 15#.
8. Packer brings empty boxes to the workstation from the box storage area.



0
to
100

2. Bulk Line

1. Bulk Line –merchandise packed that cannot be conveyed on the sorter conveyor or single orders.
2. Packer brings items to be packed to the workstation.
3. Items are removed from over boxes and packed into bags.
4. Bags: items are placed in the bag; the bag is sealed shut and thrown into a gaylord
5. Maximum weight is 28# and is rare, Average weight is 2 to 8#.



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.</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	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.

Christopher Simmons, Outbound Manager

Joel McCullough, Maintenance Manager