

Functional Job Description: Stockers

Company:	Bluestem Brands, Inc.		
Job Title:	Stockers		
Date:	11-13-17		
Dept/Facility:	DC, Eatonton, GA		
Product Section:	Inbound		
Electronic Doc. #	FJD Stockers 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	5:00 AM to 1:30 PM	
	Third	Sunday – Thursday	7:30 PM to 5:00 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	Cart (two level push cart), handheld scanner, safety knife, cut gloves.
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Job Purpose/ Objectives	Replenish stock on shelves.
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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 checked="" type="checkbox"/> Back Support*	<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 type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical <input checked="" type="checkbox"/> Cut proof
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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. Load cart from pallet

1. Manually load cart with boxes from pallet. Two shelves on cart at about 6 and 26".
2. Scan boxes.
3. Heaviest box is about 28#.



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2. Replenish stock onto shelves

1. Push cart through racks.
2. Remove empty box from shelves.
3. Prepare new box by cutting off flaps and cutting an opening in the front of the box.
4. Scan box, item and location as needed.
5. Manually place new box on the shelf.
6. Shelf height levels at 6", 26", 46", 66" and 82" from floor.



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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					
100																																								
75																																								
40																																								
25																																								
15																																								
10																																								
5																																								
0																																								

Exp	Postures/Movements													
	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														

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	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