

# Functional Job Description: Trailer - Shipping

|                          |  |
|--------------------------|--|
| <b>Company:</b>          | Bluestem Brands, Inc.                    |
| <b>Job Title:</b>        | Trailer - Shipping                       |
| <b>Date:</b>             | 11-13-17                                 |
| <b>Dept/Facility:</b>    | DC, Eatonton, GA                         |
| <b>Product Section:</b>  | Outbound                                 |
| <b>Electronic Doc. #</b> | FJD Trailer - Shipping<br>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      | 6:00 AM to 2:30 PM   |
|                   | Second           |   | Monday – Friday      | 2:30 PM to 8:30 PM   |

|                     |     |
|---------------------|-----|
| <b>Job Rotation</b> | Yes |
|---------------------|-----|

|   |                                     |   |
|---|-------------------------------------|---|
| <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> | Pallet jack, pallets, gaylord, bins, cantilevered conveyor in trailer. |
|--|--|

|                                |   |
|--------------------------------|---|
| <b>Job Purpose/ Objectives</b> | Manually load trailers with boxes and bags from pallets, bins and gaylords. |
|--------------------------------|---|

|   |                                      |  |  |   |
|---|--------------------------------------|--|--|---|
| <b>Safety and Personal Protective Equipment Required *Available</b> | <input type="checkbox"/> Hard Hat    | <input type="checkbox"/> Steel Toe Footwear      | <input type="checkbox"/> Safety Glasses                        | Gloves:<br><input type="checkbox"/> Leather<br><input checked="" type="checkbox"/> Rubberized/cloth*<br><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 |   |

|   |  |   |   |
|---|--|---|---|
| <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<br><input type="checkbox"/> Walkie-Rider<br><input type="checkbox"/> Pallet Jack<br><input type="checkbox"/> Forklift (sit down)<br><input type="checkbox"/> Stand-up Reach Truck<br><input type="checkbox"/> Order Picker<br><input type="checkbox"/> Transpositioner<br><input type="checkbox"/> Pivot Pro Vacuum Lift | <input checked="" type="checkbox"/> New Hire Safety Orientation<br><input type="checkbox"/> Right to Know<br><input type="checkbox"/> Lockout/Tag Out<br><input type="checkbox"/> Regulated Materials Training (ORM-D)<br><input checked="" type="checkbox"/> Supervisor Safety Updates |

## Functional Job Elements

% of Shift

### 1. Load trailers

1. Manually load trailers.
2. Bags and boxes are loaded into the trailer.
3. 49# is the maximum weight and is rarely handled.
4. Typical weight is 2 to 8#.
5. Trailers are floor or bed loaded – each item is loaded into the trailer from the floor to top of the trailer.
6. Bags are typically thrown.
7. Boxes are typically placed.
8. Bags and boxes are conveyed in several ways:
  - a. Cantilevered conveyor that extends into the trailer.
  - b. On pallets – moved with a pallet jack.
  - c. In gaylords – moved with a pallet jack.
  - d. In bins on casters – moved manually



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 |   |   |   |   |   |   |   |   |   |  |  |  |  |  |
|-------|---------------------------|---|---|---|---|----------------------------|---|---|---|---|------------------------|---|---|---|---|--------------------------|---|---|---|---|------------------------|---|---|---|---|------|---|---|---|---|------|---|---|---|---|---|---|---|---|---|--|--|--|--|--|
|       | 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   |                           |   |   |   |   |                            |   |   |   |   |                        |   |   |   |   |                          |   |   |   |   |                        |   |   |   |   |      |   |   |   |   |      |   |   |   |   |   |   |   |   |   |  |  |  |  |  |
| 75    |                           |   |   |   |   |                            |   |   |   |   |                        |   |   |   |   |                          |   |   |   |   |                        |   |   |   |   |      |   |   |   |   |      |   |   |   |   |   |   |   |   |   |  |  |  |  |  |
| 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"><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><br/> <b>Indoor Work:</b> Primary work area is a large indoor warehouse complex.<br/> <b>Moving Objects:</b> Be aware of and avoid moving objects including product and equipment.<br/> <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.<br/> <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 |
| <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  |        |     |     |  |            |                                     |     |                                  |        |                                   |        |                               |      |                        |       |
| 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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 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.

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Christopher Simmons, Outbound Manager

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Joel McCullough, Maintenance Manager