



Functional Job Description: Picking

Company:	Bluestem Brands, Inc.		
Job Title:	Picking		
Date:	11-13-17		
Dept/Facility:	DC, Irvine, PA		
Product Section:	Outbound		
Electronic Doc. #	FJD Picking FINAL 11-13-17		

Work Hours	Overtime:	Voluntary and/or mandatory per production requirements.	Breaks:	(2) 15 minute & (1) 30 minute lunch break
	Shift:	Days of week:	Time:	
	First	Monday – Friday	6:00 AM to 2:30 PM or 8:00 AM to 4:30 PM	
	Second	Sunday – Thursday	9:30 PM to 6:00 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	Air Picker – order picker, carts, totes, assignment list, knife. Works from an order picker at elevated heights. Floor Picker – cart, totes, assignment list, knife. Works from the floor with shelf heights at 6, 24, 40 56 and 72".
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Job Purpose/ Objectives	Fill orders.
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Safety and Personal Protective Equipment Required *Available	<input type="checkbox"/> Hard Hat <input checked="" type="checkbox"/> Face Shield Battery change <input type="checkbox"/> Dust Mask	<input type="checkbox"/> Steel Toe Footwear <input type="checkbox"/> Protective Clothing <input type="checkbox"/> Safety Vest <input checked="" type="checkbox"/> Fall Protection Harness: Air Picker	<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
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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 checked="" type="checkbox"/> Walkie-Rider <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift <input type="checkbox"/> Stand-up Reach Truck <input checked="" type="checkbox"/> Order Picker	<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. Picker - Air

1. Loads cart with totes (three levels on the cart).
2. Use order picker to pick product from elevated shelf levels placing items into the totes.
3. Maximum weight of 30# with average weight of 5# or less.
4. Returns to floor level, moves cart to conveyor and lift totes onto conveyor.



0
To
100

2. Picker - Floor

1. Preps totes at the conveyor.
2. Picks items from floor level from shelf heights ranging from 6 to 72".
3. Maximum weight of 30# with average weight of 5# or less.
4. Holds items in arms until arms are full, walks to the conveyor, places items into the tote and pushes tote onto the conveyor.



0
to
100

Physical Factors

Manual Material Handling – Air Picker

(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
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Manual Material Handling – Floor Picker

(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
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Postures/Movements – Air Picker

Exp	Sit	Stand	Walk	Bal	Stairs	Lad-der	Foot contrl	Twist Waist	Bend Waist	Squat	Kneel	Crawl	Reach below 54"	Reach above 54"
C														
F														
O														
R														
N														

Head/Neck – Air Picker

Exp	Flex Static	Ext Static	Rot Static	Flex Dyn	Ext Dyn	Rot Dyn
C						
F						
O						
R						
N						

Postures/Movements – Floor Picker														
Exp	Sit	Stand	Walk	Bal	Stairs	Lad-der	Foot contrl	Twist Waist	Bend Waist	Squat	Kneel	Crawl	Reach below 54"	Reach above 54"
C														
F														
O														
R														
N														

Head/Neck – Floor Picker					
Flex Static	Ext Static	Rot Static	Flex Dyn	Ext Dyn	Rot Dyn

Hand Use			
Exp	Simple Grasp	Firm Grasp	Fine Manip
C			
F			
O			
R			
N			

Sensory				
See	Hear	Touch Feel	Taste	Smell

Communication			
Talk	Read	Write	Hand Signal

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				
	N	R	O	F	C
Outdoor Work					
Indoor Work					
Heat					
Cold					
Wet/ Humid					
Hearing Protection					
Vibration					
Fumes/Gases/Odors					
Dust					
Moving Objects					
Electrical					
Chemical					
Protected Work Heights (Air Picker)					
Unprotected Work Heights (air pick)					
Flying Debris					
Lighting (Inadequate/Excessive)					

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	

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.

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.



James Cowan, Production Manager



Todd Fitch, Facilities Operations Director