

Functional Job Description: Prep Material Handler

Company:	Bluestem Brands, Inc.		
Job Title:	Prep Material Handler		
Date:	11-13-17		
Dept/Facility:	DC, Irvine, PA		
Product Section:	Inbound		
Electronic Doc. #	FJD Prep Material Handler 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	
	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	Walkie-Rider, fork truck, stand-up reach truck, order picker, manual pallet jack, wearable scanner, computer, safety knife, tape dispenser, pens.
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Job Purpose/ Objectives	Supply materials for Prepper. Sort and haul completed work away.
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Safety and Personal Protective Equipment Required *Available	<input type="checkbox"/> Hard Hat <input checked="" type="checkbox"/> Face Shield Handle batteries <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 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 checked="" 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 - Powered <input checked="" type="checkbox"/> Forklift <input checked="" 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 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. Hauling

1. Use mechanical equipment (fork truck, stand-up reach truck, order picker, pallet jack) to move pallets of boxes to supply the Preppers with materials.
2. Tagging of boxes – ensuring adequate contents.
3. May occasionally perform manual lifting up to 50# maximum with an average of 5 to 10#.
4. Handles empty pallets, up to 35#.
5. Handles full and empty cardboard bins – push and pull up to 35#.
6. Rotation is 3 times daily.



100

2. Sorting

1. Sorts boxes coming off of conveyor onto pallets (floor to shoulder level, 55”).
2. Maximum weight of 50# with average weight of 5 to 10#.
3. Performs frequent to continuous manual handling.
4. One week rotation with Hauling.



100

Physical Factors

Manual Material Handling - Hauling

(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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	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

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

Flex Static	Ext Static	Rot Static	Flex Dyn	Ext Dyn	Rot Dyn

Note: Foot control at Frequent level is for Hauling (operation of mechanical equipment).
No Foot control for Sorting.

Hand Use				Sensory					Communication			
Exp	Simple Grasp	Firm Grasp	Fine Manip	See	Hear	Touch Feel	Taste	Smell	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.</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	Blue	Blue															
Wet/ Humid	Blue	Blue															
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.



Rhonda Crippen, Inbound Manager



Todd Fitch, Facilities Operations Director