**Functional Job Description: Prepper**

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| **Company:** | Bluestem Brands, Inc. | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00316.MTS.Still007.png | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00317.MTS.Still001.png |
| **Job Title:** | Prepper |
| **Date:** | 11-13-17 |
| **Dept/Facility:** | DC, Irvine, PA |
| **Product Section:** | Inbound |
| **Electronic Doc. #** | FJD Prepper FINAL 11-13-17 |

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| **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 | |

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| **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. |

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| **Machines, Tools and/or Equipment Used** | Computer, safety knife, tape dispenser, rubber bands, handheld scanner, label printer and labels, wheeled cart, boxes, pallets, hand pallet jack, workbench at 35” height. |

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| **Job Purpose/ Objectives** | Prepare products (clothing, shoes, housewares, etc.) to be picked. Involves removing items from boxes, prepping with tagging, rubber banding, rebox some items. etc. and then place in totes/boxes and then onto conveyor line. |

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| **Safety and Personal Protective Equipment Required**  **\*Available** | Hard Hat | Steel Toe Footwear | Safety Glasses | Gloves: |
| Face Shield | Protective Clothing | Safety Glasses/Side Shields | Leather |
| Dust Mask \* | Safety Vest  Fall Protection Harness | Safety Goggles  Hearing Protection\*  Compensatory methods to mitigate heat | Rubberized/cloth\*  Chemical |

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| **Safety/ Equipment Training/ Certification Required** | Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training | OSHA Training (Rules and Regulations) |
| * Safety Topics | EZ-Go | New Hire Safety Orientation |
| * Safety Policies | Walkie-Rider | Right to Know |
| * Questions & Answers | Pallet Jack - Powered | Lockout/Tag Out |
| * Review Safety Committee Minutes | Forklift (sit down) | Regulated Materials Training (ORM-D)  Supervisor Safety Updates |
| Stand-up Reach Truck |
| Order Picker |
| Transpositioner |
| Pivot Pro Vacuum Lift |

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| **Functional Job Elements** | | | **% of Shift** |
| 1. **Obtain items** 2. Bring boxes to workbench (35” height bench). 3. Heaviest box handled by one person is 50#, beyond this weight, a team lift is employed. | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00321.MTS.Still001.png | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00316.MTS.Still001.png | **10** |
| 1. **Prep products**   ***Bags***   1. Open box with knife. 2. Scan box. 3. Remove bags from box. 4. Place stickers on the bags. 5. Get empty tote. 6. Place bags into the tote. 7. Place tote onto conveyor. 8. Full tote weight up to about 30#. 9. Individual bags about 1 to 3#. | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00316.MTS.Still002.png | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00316.MTS.Still005.png | **85** |
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| ***Shoe Boxes***   1. Remove shoe boxes from box (about 10#). 2. Place sticker on box. 3. Place boxes (individual box 2 to 3#) on conveyor.   NOTE: A wheeled cart is available for additional workspace as needed. | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00317.MTS.Still001.png | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00317.MTS.Still002.png |
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| ***New Box***   1. Some items are placed into a new box, taped shut and placed onto the conveyor. 2. Average weight of items handled is 5 to 10#. | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00321.MTS.Still002.png | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00321.MTS.Still003.png |
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| 1. **Workstation cleanup** 2. Move empty pallets to stack of pallets. Pallet weight about 35#. 3. Collapse used boxes and carry to container. | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00322.MTS.Still001.png | C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\00322.MTS.Still002.png | **5** |
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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** | | | | |
| ***100*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***75*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***50*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***25*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***15*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Exp** | **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** | | | | | | | | | | | | | | |  | **Head/Neck** | | | | | |
| **Exp** | **Sit** | **Stand** | **Walk** | **Bal** | **Stairs** | **Lad-der** | **Foot contrl** | **Twist Waist** | **Bend Waist** | **Squat** | **Kneel** | **Crawl** | **Reach below 54”** | **Reach above 54”** |  | **Flex Static** | **Ext Static** | **Rot Static** | **Flex Dyn** | **Ext Dyn** | **Rot Dyn** |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Hand Use** | | | |  | **Sensory** | | | | |  | **Communication** | | | |  | |  |  |  | | --- | --- | --- | | **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 |
| **Exp** | **Simple Grasp** | **Firm Grasp** | **Fine Manip** | **Bal** | **See** | **Hear** | **Touch Feel** | **Taste** | **Smell** |  | **Talk** | **Read** | **Write** | **Hand Signal** |  |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Environmental Factors** | **Exposure Level** | | | | | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  | |  |  |  | | --- | --- | --- | | **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. |
| Indoor Work |  |  |  |  |  |
| Heat |  |  |  |  |  |
| Cold |  |  |  |  |  |
| Wet/ Humid |  |  |  |  |  |
| Hearing Protection |  |  |  |  |  |
| Vibration |  |  |  |  |  |
| Fumes/Gases/Odors |  |  |  |  |  |
| Dust |  |  |  |  |  |
| Moving Objects |  |  |  |  |  |
| Electrical |  |  |  |  |  |
| Chemical |  |  |  |  |  |
| Protected Work Heights |  |  |  |  |  |
| Unprotected Work Heights |  |  |  |  |  |
| Flying Debris |  |  |  |  |  |
| Lighting (Inadequate/Excessive) |  |  |  |  |  |

**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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| signature MAA | This Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content. |
| Mark A Anderson, MA, PT CPE  Certified Professional Economist  Licensed Physical Therapist  ErgoSystems Consulting Group, Inc.  7421 W Shoreline Dr  Waconia, MN 55387  952-401-9296  [mark.anderson@ergosystemsconsulting.com](mailto:mark.anderson@ergosystemsconsulting.com)  [www.ergosystemsconsulting.com](http://www.ergosystemsconsulting.com) | **C:\Users\Mark Anderson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Rhonda Crippen.jpg**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Rhonda Crippen, Inbound Manager |
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| Todd Fitch, Facilities Operations Director |