


Functional Job Description: Prepper

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|--------------------------|----------------------------|--|---|
| Company: | Bluestem Brands, Inc. |  |  |
| 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 | |

| | |
|---------------------|-----|
| Job Rotation | Yes |
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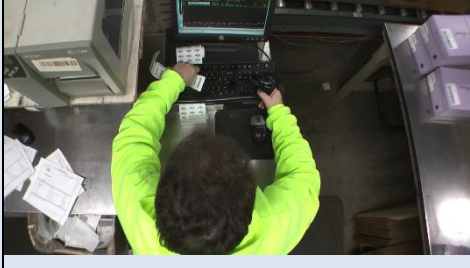


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|---|-------------------------------------|---|
| Job Training or Credentials Required at Hire | Education/ training: | None required; high school diploma or GED preferred. |
| | Knowledge/ cognitive skills: | Basic math, reading, writing and oral 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 | <input type="checkbox"/> Hard Hat | <input type="checkbox"/> Steel Toe Footwear | <input type="checkbox"/> Safety Glasses | Gloves: |
| | <input type="checkbox"/> Face Shield | <input type="checkbox"/> Protective Clothing | <input type="checkbox"/> Safety Glasses/Side Shields | |
| | <input checked="" type="checkbox"/> Dust Mask * | <input type="checkbox"/> Safety Vest | <input type="checkbox"/> Safety Goggles | <input checked="" type="checkbox"/> Rubberized/cloth* |
| | | <input type="checkbox"/> Fall Protection Harness | <input type="checkbox"/> Hearing Protection* | <input type="checkbox"/> Chemical |
| | | | <input type="checkbox"/> Compensatory methods to mitigate heat | |

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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 - Powered <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 |
|--|--|------------|
| <p>1. Obtain items</p> <ol style="list-style-type: none"> 1. Bring boxes to workbench (35" height bench). 2. Heaviest box handled by one person is 50#, beyond this weight, a team lift is employed. |   | 10 |
| <p>2. Prep products</p> <p>Bags</p> <ol style="list-style-type: none"> 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#. |       | 85 |
| <p>Shoe Boxes</p> <ol style="list-style-type: none"> 1. Remove shoe boxes from box (about 10#). 2. Place sticker on box. 3. Place boxes (individual box 2 to 3#) on conveyor. <p>NOTE: A wheeled cart is available for additional workspace as needed.</p> |     | |

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#.



3. Workstation cleanup

1. Move empty pallets to stack of pallets. Pallet weight about 35#.
2. Collapse used boxes and carry to container.



| 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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| | N - Never: 0% of shift | Green | | | | | | | | | | | | | | | |
| Indoor Work | Red | Red | Red | Red | | | | | | | | | | | | | |
| Heat | Green | | | | | | | | | | | | | | | | |
| Cold | Green | | | | | | | | | | | | | | | | |
| 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.



Rhonda Crippen, Inbound Manager



Todd Fitch, Facilities Operations Director