

Functional Job Description: QC Material Handler

Company:	Bluestem Brands, Inc.		
Job Title:	QC Material Handler		
Date:	11-13-17		
Dept/Facility:	DC, Irvine, PA		
Product Section:	Inbound		
Electronic Doc. #	FJD QC 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	Pallet jack, fork truck/stand-up reach truck, Walkie-Rider, “wearable” scanner, pens
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Job Purpose/ Objectives	Convey materials to QC inspection work area, take of empty pallets, pull old dates and demands so inspector can accomplish their job demands.
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Safety and Personal Protective Equipment Required *Available	<input type="checkbox"/> Hard Hat <input checked="" type="checkbox"/> Face Shield Change battery <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 checked="" type="checkbox"/> Forklift <input checked="" 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. Fork truck use</p> <ol style="list-style-type: none"> 1. Use fork truck/stand-up reach truck to convey pallets of materials from staging area to the QC Inspector area. 2. Uses a wearable scanner. 	   	<p>49</p>
<p>2. Pallet jack use</p> <ol style="list-style-type: none"> 1. Use manual pallet jack to convey pallets of materials and pallets in the QC Inspector area. 	 	<p>49</p>
<p>3. Manual material handling</p> <ol style="list-style-type: none"> 1. On a very limited basis may handle boxes up to 50# manually. 	 	<p>2</p>

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					
100																																								
75																																								
50																																								
25																																								
15																																								
10																																								
5																																								
0																																								
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	N	R	O	F	C

Exp	Postures/Movements													
	Sit	Stand	Walk	Bal	Stairs	Ladder	Foot contrl	Twist Waist	Bend Waist	Squat	Kneel	Crawl	Reach below 54"	Reach above 54"
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						<table border="1"> <tr> <td rowspan="5">Key</td> <td>C - Continuous: 67 to 100% of shift</td> <td style="background-color: red;"></td> </tr> <tr> <td>F - Frequent: 34 to 66% of shift</td> <td style="background-color: orange;"></td> </tr> <tr> <td>O - Occasional: 6 to 33% of shift</td> <td style="background-color: yellow;"></td> </tr> <tr> <td>R - Rarely: up to 5% of shift</td> <td style="background-color: blue;"></td> </tr> <tr> <td>N - Never: 0% of shift</td> <td style="background-color: 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		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	
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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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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