

# Functional Job Description: QC inspector

<b>Company:</b>	Bluestem Brands, Inc.		
<b>Job Title:</b>	QC inspector		
<b>Date:</b>	11-13-17		
<b>Dept/Facility:</b>	DC, Irvine, PA		
<b>Product Section:</b>	Inbound		
<b>Electronic Doc. #</b>	FJD QC inspector FINAL 11-13-17		

<b>Work Hours</b>	<b>Overtime:</b>	Voluntary and/or mandatory per production requirements.	<b>Breaks:</b>	(2) 15 minute & (1) 30 minute lunch break
	<b>Shift:</b>	<b>Days of week:</b>	<b>Time:</b>	
	First	Monday – Friday	6:00 AM to 2:30 PM	
	Second	NA	NA	

<b>Job Rotation</b>	Yes
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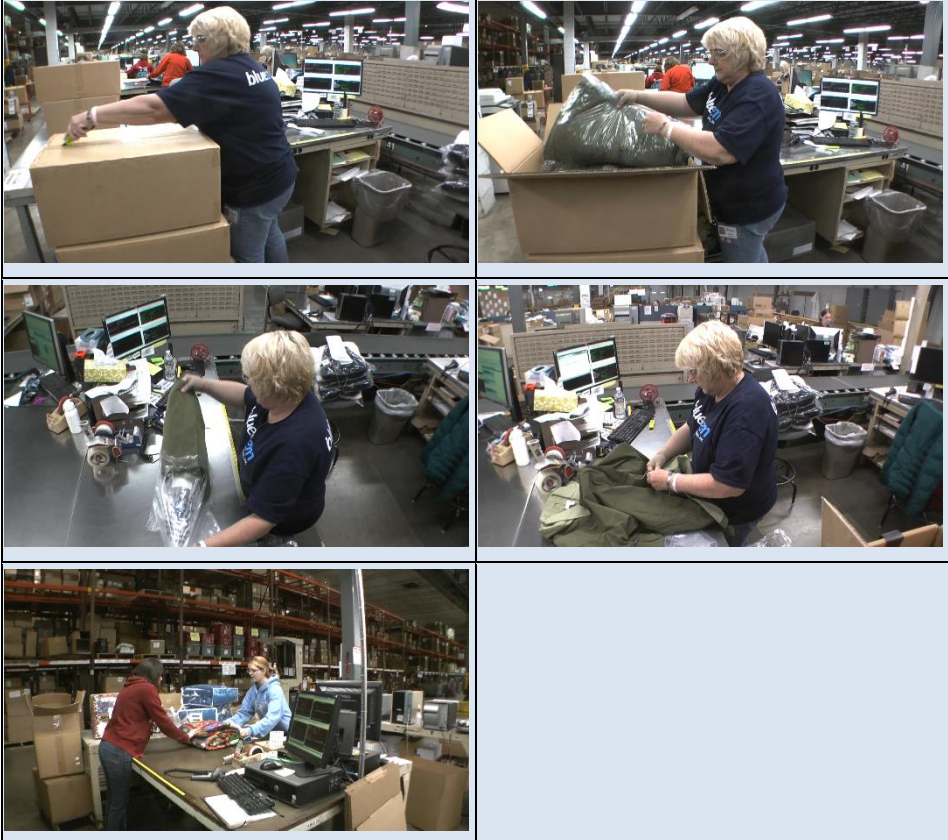

<b>Job Training or Credentials Required at Hire</b>	<b>Education/ training:</b>	None required; high school diploma or GED preferred.
	<b>Knowledge/ cognitive skills:</b>	Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team.

<b>Machines, Tools and/or Equipment Used</b>	Cart – wheeled, workbench (height = 34”) scanner, scissors, stickers, box flap clips, tape dispensers, computer, lint roller, chair – used rarely, hand pallet jack, safety knife.
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<b>Job Purpose/ Objectives</b>	Perform quality control via physical inspection of items (clothing and house wares) to determine if manufacturer is meeting quality criteria.
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<b>Safety and Personal Protective Equipment Required *Available</b>	<input type="checkbox"/> Hard Hat <input type="checkbox"/> Face Shield <input checked="" type="checkbox"/> Dust Mask as needed	<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	<b>Gloves:</b> <input type="checkbox"/> Leather <input checked="" type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical
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<b>Safety/ Equipment Training/ Certification Required</b>	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:) <ul style="list-style-type: none"> <li>• Safety Topics</li> <li>• Safety Policies</li> <li>• Questions &amp; Answers</li> <li>• Review Safety Committee Minutes</li> </ul>	<b>Industrial Truck Training</b>	<b>OSHA Training (Rules and Regulations)</b>
		<input type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input type="checkbox"/> Pallet Jack <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><b>1. Obtain items</b></p> <ol style="list-style-type: none"> <li>Use wheeled cart to bring boxes to workbench. Bottom box is part of the cart.</li> <li>Heaviest box handled by one person is 35#, beyond this weight a team lift is employed.</li> </ol>		<p>10</p>
<p><b>2. Perform inspection</b></p> <ol style="list-style-type: none"> <li>Open box with knife.</li> <li>Remove bags from box.</li> <li>Place stickers on the bags.</li> <li>Remove item from bag.</li> <li>Perform physical inspection.</li> <li>Inspection rate is 30 to 32 items/hour.</li> <li>For house wares (larger items like comforters) a two-person team performs the inspection process.</li> </ol>		
<p><b>3. Item disposition</b></p> <ol style="list-style-type: none"> <li>If the item passes the quality check it is placed back into the bag and then into the box (tape closed).</li> <li>The box is placed onto the conveyor.</li> <li>If it fails it is flagged and sent to the clerks.</li> </ol>		<p>10</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								
	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			
100																																							
75																																							
50																																							
35																																							
15																																							
10																																							
5																																							
0																																							

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	Green					<table border="1"> <tr> <td rowspan="5"><b>Key</b></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><b>Comments:</b>  <b>Indoor Work:</b> Primary work area is a large indoor warehouse complex.  <b>Moving Objects:</b> Be aware of and avoid moving objects including product and equipment.</p>	<b>Key</b>	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													
Heat	Yellow	Yellow	Yellow														
Cold	Yellow	Yellow	Yellow														
Wet/ Humid	Yellow	Yellow	Yellow														
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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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