



# Functional Job Description: VAS Processor

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

<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, pants trimmer, sewing machines, steam iron, steam presser, seam rippers, monogram machine, workbench, chalk, pen, scissors, computer, pens.
--	---

<b>Job Purpose/ Objectives</b>	Value Added Services (VAS) Processor adds value to products by hemming pants, applying monograms and providing an exam and measure service to ensure the customer order is correct.
--------------------------------	---

<b>Safety and Personal Protective Equipment Required *Available</b>	<input type="checkbox"/> Hard Hat <input type="checkbox"/> Face Shield <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	<b>Gloves:</b> <input type="checkbox"/> Leather <input type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical
---	---	---	--	---

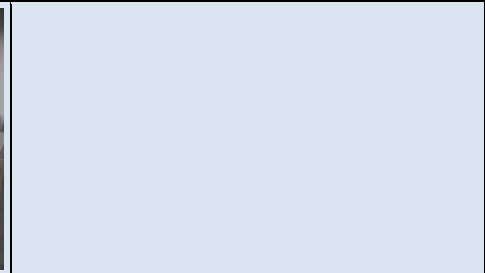
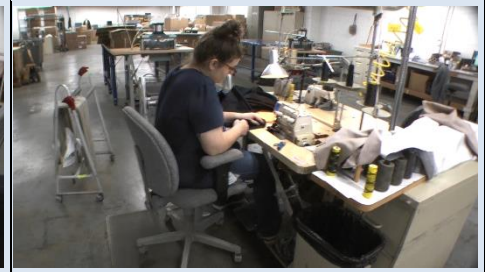
<b>Safety/ Equipment Training/ Certification Required</b>	<input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:)	<b>Industrial Truck Training</b>	<b>OSHA Training (Rules and Regulations)</b>
	<ul style="list-style-type: none"> <li>• Safety Topics</li> <li>• Safety Policies</li> <li>• Questions &amp; Answers</li> <li>• Review Safety Committee Minutes</li> </ul>	<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

### 1. Hem Pants

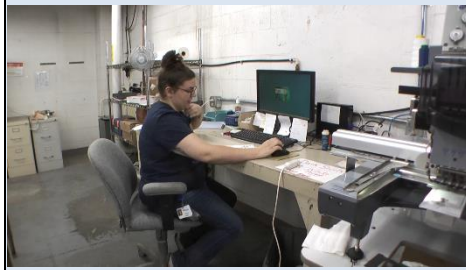
1. Convey tote (15#) with pants from floor onto workbench
2. Sort pants at workbench into cuff or not for hemming request.
3. Measure requested hem length and cut pants at trimmer.
4. Take pants on cart to sewing machine.
5. At sewing machine sew the hem.
6. Convey to the steam press on the cart, inserts pants into press and press hem.
7. Check length with tape.
8. Bag pants:
  - 8.1 Apply pressure tag.
  - 8.2 Put insert in bag.
  - 8.3 Tape bag closed.
9. Take to auditor or drop off.



40

**2. Monogram**

1. Enter monogram into computer.
2. Insert shirt into the monogram machine.
3. Operate machine.
4. Remove and bag shirt.



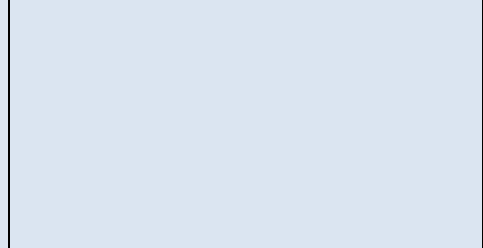
45

**3. Exam and Measure**

1. Remove item to be examined from bag.
2. Perform measurements with a tape.
3. Record information.
4. Return item to packaging.



15



## 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																																									
25																																									
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
<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															
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.



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)

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