



Functional Job Description: Warehouse Material Handler

Company:	Bluestem Brands, Inc.	 
Job Title:	Warehouse Material Handler	
Date:	11-13-17	
Dept/Facility:	DC, Irvine, PA	
Product Section:	Inbound	
Electronic Doc. #	FJD Warehouse 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	6:30 AM to 3:00 PM, 7:00 AM to 3:30 PM	
	Third	Sunday - Thursday	10:00 PM to 6:30 AM	

Job Rotation	Yes
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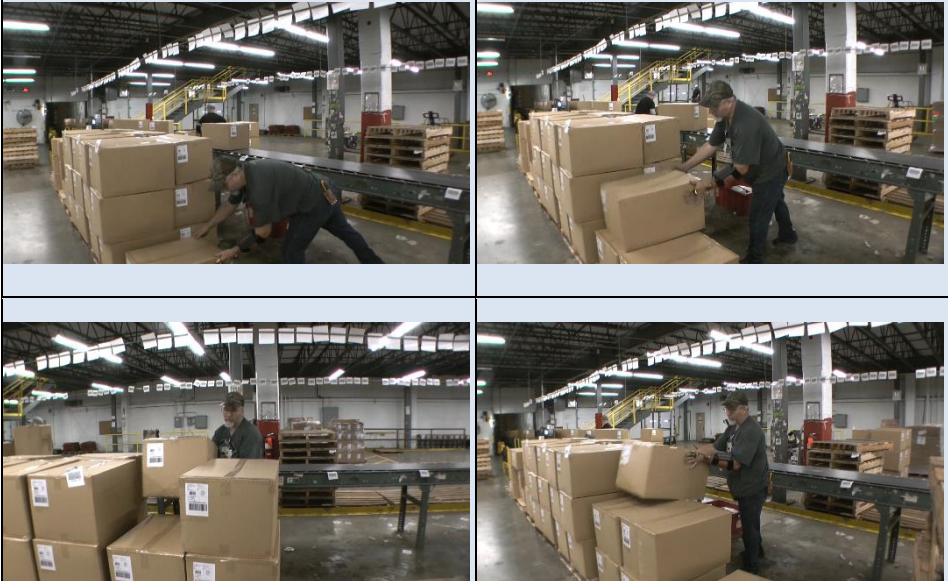

Job Training or Credentials Required at Hire	Education/ training:	None required; high school diploma or GED preferred.
	Knowledge/ cognitive skills:	Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team.

Machines, Tools and/or Equipment Used	Reach truck, pallet jack -powered, two-step platform (inside trailer), wearable scanner. Pallet repair – powered woodworking tools.
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Job Purpose/ Objectives	Uses reach truck and powered pallet jack to receive and deliver materials. Also performs pallet repair as time allows.
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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 checked="" type="checkbox"/> Face Shield Battery change	<input type="checkbox"/> Protective Clothing	<input checked="" type="checkbox"/> Safety Glasses/Side Shields Glasses and hearing for pallet repair	<input checked="" type="checkbox"/> Leather
	<input type="checkbox"/> Dust Mask	<input type="checkbox"/> Safety Vest	<input checked="" type="checkbox"/> Safety Goggles	<input checked="" type="checkbox"/> Rubberized/cloth*
		<input type="checkbox"/> Fall Protection Harness	<input checked="" type="checkbox"/> Hearing Protection*	<input type="checkbox"/> Chemical
			<input type="checkbox"/> Compensatory methods to mitigate heat	

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"/> Pallet Jack <input type="checkbox"/> Forklift (sit down) <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. Unloader (bed load)</p> <ol style="list-style-type: none"> 1. Unloads trailers. 2. Scans boxes with wearable scanner. 3. Manually loads boxes onto a cantilevered conveyor that has been maneuvered into trailer. 4. Heaviest box handled individually is 50# with average of 15 to 20#. 5. Rotates among the other tasks that make up the Warehouse Material Handler position. 		<p>0 to 100</p>
<p>2. Sorters</p> <ol style="list-style-type: none"> 1. Typically, the sorting is performed by two Material Handlers on each side of the conveyor. 2. For every other box, each Material Handler uses a wearable to scan the box and then carries the box to the designated pallet. 3. Pallets are stacked three boxes high (no higher than about shoulder height). 4. Heaviest box handled individually is 50# with average of 15 to 20#. 5. Rotates among the other tasks that make up the Warehouse Material Handler position. 		<p>0 to 100</p>
<p>3. Pallet Tally and Transport</p> <ol style="list-style-type: none"> 1. Counts number of boxes on pallet and transports pallet to the staging area. 2. Manually handles pallets. 3. Once count is accomplished transports pallet to the warehouse staging area (paper boy area) or to the picking racks where the boxes are moved from the pallet to the floor. 4. Rotates among the other tasks that make up the Warehouse Material Handler position. 		<p>0 to 100</p>

4. Unloader (pallet load)

1. Unloads trailer that is a pallet load with reach truck or powered pallet jack.
2. Rotates among the other tasks that make up the Warehouse Material Handler position.



**0
to
100**

5. Pallet Repair

1. Repairs pallets using power tools.
2. Manually handles pallets (weigh up to 35#).
3. Rotates among the other tasks that make up the Warehouse Material Handler position.



**0
to
100**

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	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">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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Indoor Work	Red	Red	Red	Red	Red												
Heat	Yellow	Yellow	Yellow														
Cold	Yellow	Yellow	Yellow														
Wet/ Humid	Yellow	Yellow	Yellow														
Hearing Protection	Blue	Blue															
Vibration	Green																
Fumes/Gases/Odors	Green																
Dust	Blue	Blue															
Moving Objects	Blue	Blue															
Electrical	Green																
Chemical	Green																
Protected Work Heights	Yellow	Yellow	Yellow														
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