

Functional Job Description: Warehouse Truck Operator

Company:	Bluestem Brands, Inc.		
Job Title:	Warehouse Truck Operator		
Date:	11-13-17		
Dept/Facility:	DC, Irvine, PA		
Product Section:	Inbound		
Electronic Doc. #	FJD Warehouse Truck Operator 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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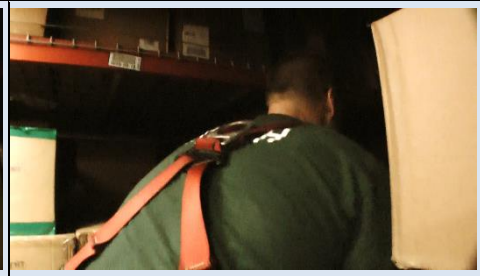








Job Training or Credentials Required at Hire	Education/ training:	None required; high school diploma or GED preferred.
	Knowledge/ cognitive skills:	Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team.

Machines, Tools and/or Equipment Used	Crane, reach truck, turret truck, wearable scanner.
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Job Purpose/ Objectives	Putting cases away after they have been received. Pulling cases for replenishment.
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Safety and Personal Protective Equipment Required *Available	<input type="checkbox"/> Hard Hat <input checked="" type="checkbox"/> Face Shield Battery change <input type="checkbox"/> Dust Mask	<input type="checkbox"/> Steel Toe Footwear <input type="checkbox"/> Protective Clothing <input type="checkbox"/> Safety Vest <input checked="" 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 checked="" 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 type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift (sit down) <input checked="" type="checkbox"/> Stand-up Reach Truck <input checked="" type="checkbox"/> Turret <input checked="" type="checkbox"/> Crane	<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. Crane</p> <ol style="list-style-type: none"> Operates crane to put away and/or pull boxes. Manually handles boxes weighing up to 50# as needed. Average weight about 20 to 30#. Moves boxes off pallet on the crane platform into the racking. Uses a wearable scanner. 	   	<p>0 to 100</p>
<p>2. Reach Truck</p> <ol style="list-style-type: none"> Operates reach truck to put away and/or pull boxes/pallets. Manually handles boxes weighing up to 50# as needed to move from one pallet to another. Average weight about 20 to 30#. Uses a wearable scanner. 	   	<p>0 to 100</p>
<p>3. Turret Truck</p> <ol style="list-style-type: none"> Operate turret truck to put away and/or pull. Manually handles boxes weighing up to 50# as needed. Average weight about 20 to 30#. Either reaches from the platform of the turret truck or may step onto solid shelving in the racking. Uses a wearable scanner. 	   	<p>0 to 100</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		R						R										R																							
30		R	O					R	O									R	O																						
20		R	O	F				R	O	F								R	O	F																					
10		R	O	F				R	O	F								R	O	F																					
5		R	O	F				R	O	F								R	O	F																					
0		R	O	F				R	O	F								R	O	F																					

Postures/Movements														
Exp	Sit	Stand	Walk	Bal	Stairs	Lad-der	Foot contrl	Twist Waist	Bend Waist	Squat	Kneel	Crawl	Reach below 54"	Reach above 54"
C														
F		O					O	O					O	O
O		O	O				O	O	O	O			O	O
R	R	O	O				O	O	O	O			O	O
N	R	O	O	N	N	N	O	O	O	O	N	N	O	O

Head/Neck						
Exp	Flex Static	Ext Static	Rot Static	Flex Dyn	Ext Dyn	Rot Dyn
C						
F				O	O	O
O				O	O	O
R	R	R	R	O	O	O
N	R	R	R	O	O	O

Hand Use			
Exp	Simple Grasp	Firm Grasp	Fine Manip
C			
F	O	O	
O	O	O	O
R	O	O	O
N	O	O	O

Sensory					
Exp	See	Hear	Touch Feel	Taste	Smell
C	R	R	R		
F	R	R	R		
O	R	R	R		
R	R	R	R		
N	R	R	R	N	N

Communication				
Exp	Talk	Read	Write	Hand Signal
C				
F				
O	O	O	O	
R	O	O	O	R
N	O	O	O	R

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													
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	Orange	Orange	Orange	Orange													
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