



Job Description

Classification: Warehouse Worker

Working Title: Warehouse Worker (PI)

Position Number: 358-762-6220-030

Division/Unit: Sales & Marketing Division/ Southern Distribution Center (SDC)

Assigned Headquarters: 9109 8th Street Rancho Cucamonga, CA 91730

Position Eligible for Telework (Yes/No): No

Job Description Summary

Under the supervision of the Warehouse Manager I, the Warehouse Worker performs work in the receipt, storage, inventory and issue of Lottery tickets and related materials. The Warehouse Worker may also receive supervision and guidance from the Materials and Stores Supervisor and Materials and Stores Specialists.

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35% (Essential) – Participate in the preparation of Scratchers orders and shipments. Daily, Scratchers ticket orders and shipments will be prepared and fulfilled. Order and shipment preparation and fulfillment will involve pulling needed Scratchers games from detailed order lists. Then accurately matching those pulled Scratchers games to Scratchers ticket orders and shipping invoices. Preparing the orders and shipments in the appropriate shipping method and releasing the orders and shipments to designated vendors. Ensure logon passwords are kept current and secure for accessing automated systems.

35% (Essential) – Process returns of Scratchers tickets from District warehouses and retailers. Update Scratchers ticket status in Lottery systems. Restock distribution center or destroy Scratchers after processing return. Warehouse workers are responsible for ensuring return Stations are maintained by keeping stations clean and organized.

15% (Essential) – Warehouse workers are responsible for ensuring Pick and Pack Stations are maintained by keeping stations clean and fully stocked with inventory, packing materials, and other necessary supplies.

10% (Essential) – Participate in shipping, receiving, and unloading of Lottery Scratchers tickets, point-of-sale material, supplies, and equipment. Assist in maintaining a physical inventory of products within the distribution center, before and after receiving inventory. Asset tag equipment as needed. Asset tagging may also take place at vendor facilities. Operate motorized material handling equipment such as narrow-aisle forklift, powered pallet truck, and sit-down counterbalance forklift.

5% (Marginal) – Assist the Warehouse Manager and Material and Stores Supervisor in other job-related duties as assigned.



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Scope and Impact

A. Consequence of Error: If errors occur with powered equipment, the Warehouse worker could injure others onsite or them self. Failure to perform the duties of this position in a timely, accurate and efficient manner may result in late orders, inefficient use of time, and poor performance, leading to poor customer relations and loss of revenue. The Lottery could be exposed to financial ramifications and reputation damage.

B. Administrative Responsibility: The Warehouse Worker is responsible for maintaining the integrity of Lottery security related to tickets and other materials stored in the warehouse facilities. Also, the Warehouse Worker is responsible for adhering to the laws, rules, policies and procedures pertaining to civil service employees in general, and specifically to employees of the California State Lottery. Safety is of the utmost importance at our distribution centers and is everyone's responsibility. Warehouse workers are to bring all safety concerns to management's attention immediately.

C. Supervision Exercised and Received: The Warehouse Worker receives supervision from and reports to the Warehouse Manager I and/or Materials & Stores Supervisor. No supervision exercised.

D. Personal Contacts: The Warehouse Worker has daily contact with the Warehouse Manager, Materials & Stores Supervisor, Materials and Stores Specialist, other Warehouse Workers, District Office staff at a variety of levels, and vendors. Less routine contact may be with headquarters staff to provide information and assistance. Contacts may be in person or on the telephone.

Physical and Environmental Demands

Activities required to perform the essential functions of the position include the ability to see, hear, talk, drive, enter and exit a vehicle, reach, stretch, grasp, bend, stoop, squat, climb, kneel, push/pull, walk, lift carry up to 50 lbs. occasionally, and operate automated and motorized equipment such narrow-aisle forklifts and powered pallet trucks for heavier items. Be free of sensitivity to normal warehouse conditions including heat, cold, dust and debris. Have the ability to sit, concentrate, read, and comprehend a variety of documents associated with warehouse activities, including procedure manuals such as the Lottery Administrative Manual, etc.

Working Conditions and Requirements

- A. Schedule:** 8:30am-3:00pm (M-F)/Overtime, including Saturdays and Sundays, when needed.
- B. Travel:** Travel is limited. Typically, travel is required for less than one week per year.
- C. Other:** The Warehouse Worker must possess a valid Class III California driver's license valid for the operation of any two-axle single-motor vehicle in order to perform the essential duties of the position.

Effective Date:

SUPERVISOR'S STATEMENT:

I have discussed the duties and responsibilities of the position with the employee.
I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date



Job Description

EMPLOYEE'S STATEMENT:

I have discussed the duties and responsibilities of the position with my supervisor.

I have signed and received a copy of the duty statement.

I am able to perform the essential functions listed with or without Reasonable Accommodation.

I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.