



## JOB DESCRIPTION

**Job Title:** Seasonal Warehouse Associate – Paso Robles, CA  
**Location:** Paso Robles, WA  
**Reports to:** Warehouse Operations Manager  
**FLSA Status:** Seasonal (grape harvest season) / Full-Time

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### ATPGroup

ATPGroup was founded as a family business in 1991 with just four people selling a single product. Our entrepreneurial spirit has driven us to become one of today's leading suppliers to the wine, beer, food, and pharmaceutical industries while still maintaining that "small company" feel. Our mission is to provide solutions and create value for our customers. We do this by empowering our team members to take positive action and drive top performance, guided by our core principles of honesty, integrity, and passion. Our rapid growth means our employees have the chance to learn and grow in a dynamic, fast-paced environment

### POSITION SUMMARY

The Warehouse Operations Associate plays a vital role in ATPGroup operations, ensuring accurate inventory management, order fulfillment, and quality control, so that our customers get the products they need when they need them. This position reports to the Warehouse Operations Supervisor and operates powered industrial equipment to load and unload materials and deliveries and move them to and from storage areas. Other duties include housekeeping, picking, and staging of materials as per standard processes and procedures.

### ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Additional, non-essential duties may be assigned based on business needs. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily. All health and safety protocols have to be adhered to and all required operation licenses have to be up to date at all times. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Execute Picking, Pulling and Staging activities. For example - obtain relevant shipping order documentation and move material or equipment to and from designated areas in the facility to the staging area.
- Interface with Customer Service and Purchasing, if necessary.
- Bring quality issues to the attention of the Warehouse Operations Supervisor
- Participate in warehouse QA: receiving and inspection of shipments for damage and conformity to purchase order specifications and packing slips.
- Contact Supervisor regarding shortages, damaged goods or other discrepancies, complete receiving discrepancy and follow-up reports.
- Determine proper location of supplies to allow for maximum space utilization.
- Assist with the management of deliveries from suppliers to ensure no bottlenecks in the warehouse.



- Organize inventory in an efficient way ensuring the inventory is accurately accounted for and stored in a safe and orderly manner.
- Prepare all shipments physically for shipping, e.g., pallet wrapping etc.
- Load and unload goods from vehicles such as trucks.
- Move goods packed on pallets or in crates around the storage facility.
- Stack goods in the correct storage bays, following inventory control instructions
- Check loads are secure.
- Stacking empty pallets
- Always follow strict Housekeeping and Safety practices.
- Make customer deliveries if necessary.
- Assist with inventory cycle counting and Annual Inventory Count
- Perform other warehouse duties as assigned by the Warehouse Operations Supervisor

**SUPERVISORY RESPONSIBILITIES:** This position has no direct reports.

**REQUIRED COMPETENCIES (Knowledge, Skills, Abilities)**

The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Good math, language and reading skills.
- Basic computer skills may be required.
- High degree of attention required to prevent injury to others and to promote a safe work environment.
- Follow instructions for operating equipment and keeping records.
- Execute assignments in an accurate, timely and safe manner.
- Maintain a clean and safe environment.
- The ability to always work in a constant state of alertness and in a safe manner.
- Ability to follow directions.
- Ability to assess weights and judge distances and heights.
- Above average ability to work under deadlines.

**MINIMUM QUALIFICATIONS**

- Current forklift certification per OSHA standards – to be obtained through ATPGroup.
- Clean driving record and a valid state motor vehicle operator’s license may be required.
- High School diploma or equivalent
- Minimum of two years related experience or equivalent (will train)

**ESSENTIAL PHYSICAL REQUIREMENTS**

The physical requirements listed are representative of those that must be met by an employee to successfully perform the essential functions and key responsibilities of this position.

- Regularly sit on and operate a powered industrial truck/forklift.
- Good hand/eye coordination



- Standing and walking
- Grasping, pushing, pulling, and reaching
- Bending, climbing, crouching, kneeling
- Physical strength to handle up to 50 pounds.
- Above average coordination, including eye-hand, hand-foot, and balance.
- Above average endurance
- Normal dexterity of hands and fingers with average repetition
- Site with ability to distinguish color; perception of sound is required; ability to communicate issues verbally and in written form.

### **WORKING CONDITIONS**

The noise level in the work environment is usually moderate to loud. The employee works in a warehouse environment and is exposed to heat and cold weather elements, as well as food chemicals. Work may require overtime.

### **INTERESTED?**

Please send resume and cover letter to: Monika Tomorowicz, Business Operations Manager  
Email: [mtomorowicz@atpgroup.com](mailto:mtomorowicz@atpgroup.com)