



San Pasqual Economic Development Corporation
Job Vacancy

Position Title: Warehouse Associate	Posting Date:
Position Reports to: Warehouse Manager/Supervisor	Employment Category: Non-Exempt

Job Summary

The Warehouse Associate is responsible for performing a variety of warehouse duties, including receiving, storing, organizing, picking, packing, and shipping products. This position ensures the accuracy and efficiency of all warehouse operations while maintaining a safe and clean work environment.

Principal Duties and Responsibilities:

- Receive and inspect incoming shipments for accuracy and damage.
- Unload, organize, and store materials in designated areas.
- Pick and prepare customer orders for shipment according to specifications.
- Operate warehouse equipment (e.g., pallet jacks, forklifts) safely and efficiently.
- Maintain accurate inventory records and assist with regular cycle counts.
- Ensure proper labeling, packaging, and documentation for outgoing shipments.
- Keep work areas clean, organized, and free of safety hazards.
- Follow company safety procedures and report any incidents or concerns immediately.
- Assist with other warehouse duties as needed to support daily operations.

Knowledge, Skills & Abilities:

- High school diploma or equivalent required.
- Valid forklift certification and experience (a yearly re-certification will be required).
- Must have a valid driver's license
- Previous warehouse or logistics experience preferred.
- Basic computer and inventory system knowledge preferred.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Reliable, punctual, and committed to maintaining a positive work environment.
- Must pass background check and drug screening

Physical Requirements:

- **Physical Stamina:** Must be able to stand, walk, and move around the warehouse for long periods (up to 8-10 hours a day).
- **Lifting & Carrying:** Must be able to lift up to 50 pounds regularly and occasionally up to 75 pounds with assistance.
- **Manual Dexterity:** Ability to handle materials, equipment, and tools with precision and care.
- **Hearing:** Must be able to hear equipment alarms, communication from team members, and any potential hazards in the environment.



Work Environment:

- **Warehouse Conditions:** This position is primarily based in a warehouse environment with varying temperatures, depending on the season. The supervisor should be prepared to work in both hot and cold environments.
- **Physical Activity:** The role involves physical labor, including standing, walking, bending, lifting, and carrying goods.
- **Noise Levels:** The warehouse can be noisy due to equipment, machinery, and ongoing operations. Hearing protection may be required in some areas.
- **Safety Standards:** Supervisors must ensure that all staff adhere to the organization's safety standards and protocols, including proper handling of equipment and materials.
- **Shifts:** This position may require evening, weekend, or holiday shifts, depending on the warehouse's operating hours.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to P.O. Box 365, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household. 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others