

**Position Announcement – Quality Control Clerk**  
**Mississippi Food Network**  
**Jackson, MS**

**POSITION SUMMARY**

The Quality Control Clerk plays a crucial role in ensuring the accuracy of all shipments out of the distribution center. The Quality Control Clerk is primary responsible will conduct inspections, assist with inventory management, and document any discrepancies or damages. A keen eye for detail and commitment to maintaining high-quality standards is necessary for operational effectiveness and efficiency.

**RESPONSIBILITIES**

- Conduct quality inspections of all outbound goods, ensuring they meet established standards and specifications.
- Perform thorough visual and physical inspections, checking for defects, damage, or any deviations from quality requirements.
- Document and report any quality issues, discrepancies, or damages to the appropriate departments and/or personnel for further investigation and resolution.
- Collaborate with the Dock Coordinator to address quality concerns, resolve discrepancies, and ensure accurate product documentation.
- Collaborate with other teams, such as warehouse and inventory management, to ensure consistent quality throughout the distribution process.
- Follow established procedures and work instructions to perform quality control tasks accurately and efficiently.
- Maintain a clean and organized work area, including but not limited to shipping/receiving dock.
- Adhere to safety guidelines and protocols to maintain a safe working environment.
- Ensure compliance with food and safety to promote a safe working environment on the dock.
- Adhere to all MFN's policies and procedures.
- Comply with local, state, and federal regulatory agencies (ie. OSHA, AIB, USDA, etc.)
- Ability to work after hours and weekends when required.
- Perform other duties as assigned.

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**QUALIFICATIONS**

- Minimum high school diploma (or equivalent GED)
- Previous experience in quality control, shipping/receiving, or logistics is preferred.
- Strong attention to detail and ability to accurately review and interpret shipment documentation.
- Excellent organizational and time management skills to effectively prioritize and coordinate multiple tasks and shipments.
- Ability to work in a fast-paced environment and meet productivity goals.
- Ability to effectively read, write and communicate with other team members.
- Ability to work independently and collaboratively as part of a team.
- Physical fitness and stamina to perform tasks that involve repetitive lifting, bending, and standing for extended periods.
- Ability to lift or carry items weighing 20-100 pounds occasionally, and up to 50 pounds frequently.
- Ability to walk, sit, squat, bend, twist, reach various heights above and below shoulder level.

**Apply:** Applications are accepted by email or mail. Send your resume to Human Resources, MS Food Network

- [dtaylor@msfoodnet.org](mailto:dtaylor@msfoodnet.org) with the subject line “Quality Control Clerk”
- P.O. Box 411, Jackson, MS 39205

**We are an equal opportunity employer**