

Position Announcement – **MATERIAL HANDLER** Mississippi Food Network, Jackson MS

POSITION SUMMARY:

The Material Handler is primarily responsible for supporting the CSFP production line. This includes receiving, transporting, and storing products and supplies needed to support the CSFP program. This role involves the operation of various forms of Industrial equipment such as forklifts, pallet jacks, and commercial compactors.

RESPONSIBILITIES

- Ensure timely fulfillment of inventory requirements for the production line.
- Transport, store, and stage products, materials, and supplies as needed.
- Assist with daily inventory counts, stock rotation, and production line set up.
- Assist with the loading and unloading of products received or shipped for distribution.
- Coordinate with the Production Line Leader to address concerns, resolve discrepancies, and ensure all production line needs are met.
- Collaborate closely with other team members, including the CSFP Manager, Dock Coordinator, Inventory Analyst, and DC Manager, to maintain consistency in receiving, storage, packing, and distribution processes.
- Maintain a clean and organized work area, including but not limited to sweeping, dusting, and disposing of cardboard and trash around production and storage areas.
- Inspect power equipment daily and report any concerns to maintenance and/or CSFP Manager.
- Support and Food Defense programs, policies, and procedures, including internal audits, and training.
- Adhere to safety guidelines and protocols to ensure a safe working environment.
- Comply with all MFN policies and procedures.
- Promote goodwill and a positive image among fellow team members, temporary staff, visitors, and community volunteers.
- Perform other duties as assigned.

QUALIFICATIONS

- A minimum of a high school diploma or equivalent GED is required.
- Two (2) years of previous experience in operating stand-up/sit-down forklifts, shipping/receiving procedures, and/or general logistics is preferred.
- Excellent organizational and time management skills to effectively prioritize and coordinate multiple tasks.
- Ability to effectively read, write, and perform simple math calculations.
- Ability to work in a fast-paced environment and meet productivity standards.
- Ability to work independently and collaboratively as part of a team.
- Must obtain and maintain certification to operate forklifts, order pickers, and/or reach trucks.
- Flexibility to work extended hours, including weekends, when required.

PHYSICAL REQUIREMENTS

- Physical fitness and stamina to perform tasks involving repetitive lifting, bending, and standing for extended periods.



We are an Equal Opportunity Employer

Position Announcement – **MATERIAL HANDLER**
Mississippi Food Network, Jackson MS

- Capability to walk, sit, squat, bend, twist, and reach various heights above and below shoulder level.
- Must be able to lift twenty pounds continuously and occasionally lift 25-50 pounds.
- Adaptability to work in a warehouse environment with varying temperatures due to weather conditions.

Apply: Applications are accepted by email or mail. Send your resume to:

- Via email to humanresources@msfoodnet.org with the subject line of the position for which you are applying
- Via mail to MS Food Network, "ATTN: Human Resources" PO Box 411, Jackson, MS 39205

MS Food Network is an Equal Opportunity Employer



We are an Equal Opportunity Employer