



## Order Selector

### Job Description

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| <b>Reports To:</b>                   | <b>Distribution Center Supervisor</b> |
| <b>Supervisory Responsibilities?</b> | <b>No</b>                             |
| <b>FLSA Classification:</b>          | <b>Non-Exempt</b>                     |
| <b>Work Status:</b>                  | <b>Full-Time</b>                      |
| <b>Workers' Comp. Code:</b>          | <b>8292</b>                           |
| <b>Date:</b>                         | <b>July 1, 2026</b>                   |

### **POSITION SUMMARY**

The Order Selector is responsible for accurately selecting, assembling, and staging agency orders in support of Mississippi Food Network's daily Food Out operations. This position ensures products are selected correctly, handled safely, and prepared for shipment while maintaining inventory accuracy, product integrity, and established productivity standards.

Working under the direction of the Distribution Center Supervisor, the Order Selector utilizes handheld scanners and approved warehouse procedures to select products, verify order accuracy, stage completed orders, and support daily warehouse operations. This position works closely with Forklift Operators and Inventory Control personnel to ensure efficient order fulfillment and timely shipment of agency orders.

The Order Selector supports Mississippi Food Network's Food Safety Program, Good Manufacturing Practices (GMPs), Standard Operating Procedures (SOPs), AIB prerequisite programs, and organizational safety standards by performing all order selection and product handling activities in accordance with established food safety, quality, inventory control, and operational requirements.

### **KEY RESPONSIBILITIES:**

#### **Order Selection & Order Fulfillment**

- Accurately select, assemble, and stage agency orders using handheld scanners, pick lists, and approved warehouse procedures.
- Verify item numbers, quantities, lot numbers, expiration dates, and product descriptions while selecting orders.
- Build stable, organized, and shipment-ready pallets that protect product integrity during loading and transportation.
- Ensure completed orders are properly labeled, staged, and prepared for quality control verification and shipment.
- Meet and maintain established productivity, order accuracy, and case selection standards established by Mississippi Food Network.

#### **Product Handling & Inventory Support**

- Handle products in a manner that protects food safety, product quality, and inventory accuracy.
- Report product shortages, damaged products, inventory discrepancies, location errors, or quality concerns to the Distribution Center Supervisor.



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- Verify products are selected from the correct warehouse locations and support FIFO/FEFO inventory rotation practices.
- Assist with inventory verification, product movement, and warehouse support activities as assigned.

#### **Food Safety, Quality & Compliance**

- Follow Mississippi Food Network's Food Safety Program, Good Manufacturing Practices (GMPs), Standard Operating Procedures (SOPs), AIB requirements, OSHA standards, and workplace safety procedures.
- Maintain product integrity through proper handling, stacking, and pallet building techniques.
- Identify and report damaged, questionable, expired, or unsafe products before shipment.
- Maintain accurate order selection documentation and scanner transactions.

#### **Housekeeping, Teamwork & Operational Support**

- Maintain clean, organized, and hazard-free aisles, pick locations, staging areas, and assigned work areas.
- Restock shipping supplies and maintain an organized work environment.
- Attend daily pre-shift meetings to receive production goals, staffing assignments, safety reminders, and operational priorities.
- Communicate effectively with supervisors and warehouse team members to support efficient daily operations.
- Cross-train in other warehouse functions and assist with receiving, staging, inventory activities, or special projects as assigned.
- Perform other duties as assigned by the Distribution Center Supervisor.

#### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

- Ability to stand, walk, bend, squat, twist, reach, push, pull, and lift throughout the workday.
- Ability to frequently lift or carry up to 50 pounds and occasionally lift up to 100 pounds with assistance.
- Ability to operate electric pallet jacks and other approved material handling equipment.
- Ability to work in ambient, refrigerated, freezer, outdoor, and dock environments as operational needs require.
- Ability to work safely around forklifts, pallet jacks, warehouse equipment, palletized products, and moving inventory.
- Ability to work overtime, evenings, weekends, and other schedules as operational needs require.

#### **QUALIFICATIONS**

##### **Required**

- High school diploma or GED equivalent.
- Minimum two (2) years of experience operating an electric pallet jack in a warehouse, distribution center, logistics, manufacturing, or food distribution environment.
- Demonstrated ability to accurately select and stage customer orders in a fast-paced warehouse environment.
- Ability to accurately read product labels, storage locations, item numbers, lot numbers, and expiration dates.
- Ability to operate handheld scanners and learn warehouse management systems.



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- Strong attention to detail, organizational skills, and commitment to order accuracy.
- Ability to meet and maintain established productivity standards for order accuracy and total cases selected.
- Ability to communicate effectively and work independently as well as within a team environment.
- Adherence to all Mississippi Food Network policies, food safety requirements, workplace safety standards, and operational expectations.

**Preferred**

- Experience working in a Feeding America food bank, nonprofit distribution center, or high-volume warehouse environment.
- Experience using warehouse management systems (WMS), ERP systems, or handheld scanning technology.
- Knowledge of Good Manufacturing Practices (GMPs), FIFO/FEFO inventory rotation, warehouse safety, and food safety practices.
- Forklift certification or the ability to obtain certification.

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**ACKNOWLEDGMENT**

I acknowledge that I have received, read, and understand the duties, responsibilities, qualifications, and expectations outlined in this job description. I understand that this job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties, responsibilities, or requirements. I further understand that duties may be adjusted or assigned as needed to support the efficient workflow and operational needs of Mississippi Food Network.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_