



Order Selector Job Posting

Department: Operations

Location: Jackson, MS

Employment Type: Full-Time, Non-Exempt

Salary Range: \$33,280-\$37,440 Annually (Based on Experience)

Application Deadline: Open Until Filled

About Mississippi Food Network

The Mississippi Food Network (MFN) changes lives by fighting hunger today and feeding hope for a healthier tomorrow. As the only Feeding America-affiliated food bank serving Mississippi, Mississippi Food Network is dedicated to ending hunger by providing food, building strategic partnerships, and delivering innovative programs that increase access to nutritious food across 56 counties in central Mississippi. Working alongside more than 430 partner agencies, volunteers, donors, and community leaders, MFN is committed to building a stronger, healthier Mississippi where no one goes hungry. At MFN, our culture is built on collaboration, compassion, innovation, and service. Every team member plays an important role in creating lasting community impact while advancing our mission of eliminating hunger throughout our state.

Why Join Our Team?

At Mississippi Food Network, your work has purpose. As part of our team, you'll help strengthen one of the largest hunger-relief networks in the state while building meaningful relationships with community partners who serve thousands of families every day. We invest in our employees through professional development opportunities, a collaborative and mission-driven workplace, competitive benefits, and the opportunity to Fight Hunger, Feed Hope throughout Mississippi each day.

Position Summary

The Order Selector is responsible for accurately selecting, assembling, and staging agency orders to support Mississippi Food Network's daily distribution operations. This position uses handheld scanners and warehouse management procedures to pick products, verify order accuracy, and prepare shipments while maintaining food safety, inventory integrity, and productivity standards.

Reporting to the Distribution Center Supervisor, the Order Selector works closely with warehouse staff to ensure timely and accurate fulfillment of orders that help feed communities across Mississippi

What You'll Do

- Select and stage orders using handheld scanners and warehouse procedures.
- Verify product quantities, descriptions, lot numbers, and expiration dates.
- Build safe, organized, shipment-ready pallets.
- Maintain inventory accuracy and follow FIFO/FEFO product rotation practices.
- Identify and report damaged, expired, or questionable products.
- Follow all food safety, GMP, OSHA, and warehouse safety standards.
- Maintain clean and organized work areas.
- Support inventory counts, receiving, and other warehouse functions as needed.

Qualifications

Required:

- High school diploma or GED.
- 2+ years of experience operating an electric pallet jack.
- Experience selecting orders in a warehouse or distribution environment.
- Ability to use handheld scanners and read product labels accurately.
- Strong attention to detail and ability to meet productivity standards.
- Ability to lift up to 50 pounds regularly and work in various warehouse environments.

Preferred:

- Experience in a food bank, food distribution, or high-volume warehouse.
- Experience with warehouse management systems (WMS).
- Forklift certification or ability to obtain certification.
- Knowledge of food safety and inventory rotation practices.

Benefits

Mississippi Food Network offers a competitive benefits package that includes:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development Opportunities

Equal Opportunity Employer

Mississippi Food Network is an Equal Opportunity Employer and is committed to creating an inclusive workplace where all employees and applicants are treated with dignity and respect. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

How to Apply

Interested candidates should submit:

- Resume
- Cover Letter

Email Applications to Humanresources@msfoodnet.org with the subject line of the position for which you are applying.

Questions? Contact Quincy Robinson, Director of Operations, at qrobinson@msfoodnet.org.