



Repack Coordinator

Job Description

Reports To:	Operations Manager
Supervisory Responsibilities?	No
FLSA Classification:	Non-Exempt
Work Status:	Full-Time
Workers' Comp. Code:	8292
Date:	July 1, 2026

POSITION SUMMARY

The Repack Coordinator is responsible for planning, preparing, and leading Mississippi Food Network's repack operations to ensure safe, efficient, and accurate assembly of repack food kits, CSFP boxes, and other assigned repack activities. This position ensures products, packaging materials, labels, supplies, workstations, equipment, staffing, and documentation are ready prior to each repack activity.

Working under the direction of the Operations Manager, the Repack Coordinator leads daily repack workflow by assigning staff and volunteers to production stations, conducting pre-shift production meetings, monitoring production output, verifying product quality, maintaining food safety standards, and ensuring completed repack products are properly packaged, labeled, documented, palletized, and released to inventory.

The Repack Coordinator supports Mississippi Food Network's Food Safety Program, Good Manufacturing Practices (GMPs), Standard Operating Procedures (SOPs), AIB prerequisite programs, and organizational safety standards by ensuring all repack activities are performed in accordance with established food safety, quality, inventory control, and operational requirements.

KEY RESPONSIBILITIES

Production Planning, Readiness, Quality & Food Safety

- Plan and prepare scheduled repack activities based on operational priorities, product availability, staffing, volunteer participation, and distribution needs.
- Ensure products, packaging materials, labels, supplies, equipment, workstations, and production areas are available and ready prior to each repack activity.
- Verify product condition, packaging quality, labeling accuracy, lot numbers, expiration dates, and finished product standards throughout repack operations.
- Ensure all repack activities comply with Mississippi Food Network's Food Safety Program, GMPs, SOPs, AIB requirements, and organizational safety standards.
- Identify and report product quality concerns, damaged product, inventory discrepancies, or food safety issues immediately.

Production Leadership & Workflow

- Conduct daily pre-shift production meetings to communicate production goals, staffing assignments, safety reminders, quality expectations, and operational priorities.
- Assign staff and volunteers to production stations based on operational needs and workflow requirements.
- Provide task-specific instruction and direction to ensure repack activities are performed safely, accurately, and efficiently.



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- Monitor production flow and adjust assignments as needed to maintain productivity and reduce interruptions.
- Promote teamwork, accountability, and a safe working environment throughout repack activities.

Production, Productivity, Documentation & Inventory

- Monitor daily production output, labor utilization, pounds or cases produced, production accuracy, and repack performance.
- Maintain accurate production records, repack logs, product usage records, lot and expiration tracking, and supporting documentation.
- Verify completed repack products are accurately packaged, labeled, documented, palletized, and released to inventory in accordance with inventory control and quality procedures.
- Coordinate with the Inventory Control Manager to support accurate inventory transactions, product traceability, and finished product documentation.
- Recommend adjustments that improve production efficiency, product quality, inventory accuracy, and overall repack performance.

Housekeeping, Continuous Improvement & Operational Support

- Ensure repack work areas, equipment, supplies, packaging areas, and production stations are cleaned, organized, sanitized, and operationally ready before and after each production shift.
- Coordinate setup, cleanup, material replenishment, equipment storage, and workstation organization for repack activities.
- Support Volunteer Engagement by ensuring volunteers have the materials, instructions, workstations, and support needed for a productive experience.
- Identify workflow challenges, supply needs, training gaps, downtime issues, or process improvement opportunities.
- Support special projects, emergency response activities, agency needs, and other operational assignments as directed.
- Perform other duties as assigned by the Operations Manager.

QUALIFICATIONS

Required

- High school diploma or equivalent.
- Minimum of two (2) years of experience in volunteer coordination, warehouse operations, customer service leadership, event coordination, community engagement, or related work.
- Minimum of two (2) years of experience in operating electric pallet jack and stand-up forklift
- Experience leading teams, volunteer groups, or project-based work activities.
- Strong verbal communication, leadership, and group facilitation skills.
- Ability to work independently and collaboratively within a team environment.
- Strong organizational skills with attention to detail and follow-through.
- Basic proficiency in Microsoft Word, Excel, Outlook, and related software systems.
- Ability to maintain accurate records and documentation.
- Comfortable working in a warehouse environment with varying temperatures.
- Ability to stand, walk, bend, reach, and perform light physical activity for extended periods.
- Ability to lift and move up to 30 pounds occasionally.
- Flexibility to work special events, and occasional Saturdays when required.
- Adherence to all MFN policies, procedures, food safety requirements, volunteer standards, and workplace conduct expectations.

Preferred

- Experience working with volunteers in a food bank, nonprofit, warehouse, production, or distribution environment.



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- Knowledge of food safety principles, GMPs, sanitation practices, warehouse safety procedures, and AIB standards.
 - Experience maintaining volunteer databases, scheduling systems, or volunteer management software.
 - Experience coordinating large volunteer groups and community service projects.
 - Previous certification in operating electric pallet jack and stand-up forklift.
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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: _____