

Channel One, Inc.  
**REPACK COORDINATOR**  
**JOB DESCRIPTION**

Classification: Full-time, Non-Exempt  
Accountability: Reports directly to the Warehouse Manager  
Hours: 8:00 A.M. to 4:30 P.M.  
May work some evenings and an occasional weekend as needed

Job Summary:

The Repack Coordinator, working primarily in the Channel One Clean Room, is responsible for providing supervision and training to individual and group volunteers and Experience Works personnel and staff to complete the work of packaging, repackaging, labeling, sorting and preparing food product for distribution to the food shelf and member agencies. The Repack Coordinator will assist with warehouse maintenance and other tasks as needed or assigned.

Primary Responsibilities: Maintain MN Dept. of Agriculture standards of cleanliness, health and safety for clean room and equipment per MN Food Code of 1998. Observe Federal Food, Drug, and Cosmetic Act, PC 75-717, and Fair Packaging and Labeling Act, PL89-755; meet required deadlines for packing or repacking of Food Bank product; assign, organize, and supervise the work of Experience Works workers and volunteers detailed to the clean room; provide training and guidance, ensuring compliance with MN Dept. of Agriculture and local clean room written guidelines; maintain clean room equipment, supplies, and facilities to assure proper product handling. Instruct staff and volunteers in personal hygiene, food handling, and safety; inventory repackaging items and supplies as needed; prioritize all repackaging projects; maintain file documentation on all repack work; label all rework pallets as requested; maintain adequate inventory of janitorial supplies.

Qualifications:

- High school graduate or equivalent.
- Must be able to frequently carry and / or lift at least 50 pounds.
- Ability to effectively communicate verbally and in writing.
- Basic reading skills and ability to understand and complete instructions.
- Ability to maintain order and promote teamwork among volunteers and other workers.
- Ability to effectively teach and supervise a diverse population of individual and group volunteers, including youth, seniors, disabled, and others.
- Must be ServSafe® Certified or willing to become certified.
- Experience with or willingness to learn operation of forklift and manual and electric pallet jacks.
- Previous experience supervising volunteers helpful
- CDL and good driving record helpful (to serve as back-up truck driver if needed)
- Adaptable to change and ability to flex hours if necessary.