

Student Employment Job Description

Job Title:	The Market Assistant
Department:	The Food Bank for Central & Northeast Missouri
Rate of Pay:	2026/27 AY \$15 Per Hour
Location:	2101 Vandiver Dr. Columbia MO, 65202
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Supervisor – Samantha Cripe
Purpose/Summary:	The Market Assistant is responsible for supporting distribution of food at Columbia’s largest pantry. The Market Assistant will serve as a leader of Market volunteers and provide guidance to other volunteers serving at The Market.
Essential Functions:	<ul style="list-style-type: none"> • Support set up and daily cleaning tasks to ensure The Market is ready to open and serve neighbors, including setting up check-in, setting up check-out stations and volunteer work areas as well as cleaning and closing at the end of the day • Support with sorting, gleaning and stocking of food and non-food items • Supporting client intake process by serving neighbors and maintaining check-in processes • Support food distribution through the check-out process • Engage with neighbors regarding food security needs and complete referrals as necessary to ensure we serve the whole person • Support special distribution efforts and special events, such as food tastings and workshops as needed • Carry out duties as assigned with the utmost sensitivity to the needs of the low-income community. • Job duties in accordance with Columbia College’s vision, mission and values, and contributes to the development of The Food Bank • Practice superior customer service • Fulfill additional responsibilities as assigned • Display respect and civility to all constituencies in all communications • Attend work timely and on a regular basis during the established hours of operation; work additional hours as business necessitates.
Qualifications:	<ul style="list-style-type: none"> • Ability to fluently read, write, and understand the English language. • Sensitive to the needs of low-income communities • Proficiency with the following, but not limited to: active listening; speaking; writing; critical thinking; judgment and decision making;

monitoring; reading comprehension; time management; coordination; and management of personnel resources.