

Student Employment Job Description

Job Title:	Volunteer Room 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:	Volunteer Room Supervisor – Josh Hickam
Purpose/Summary:	The Volunteer Room Assistant is responsible for supporting day-to-day volunteer projects include food re-pack, box programs, sorting and other projects as needed. The Volunteer Room Assistant will serve as a leader in the room and provide guidance, training and support to other volunteers.
Essential Functions:	<ul style="list-style-type: none"> • Support set up and break down for each specific project • Support in training volunteers on proper safe food handling techniques and procedures for distribution • Support in training volunteers on processes for each project • Personal involvement in and constant monitoring of volunteers to ensure that proper training and procedures are being followed • Tracking of pounds worked by volunteers and supporting in the reporting process including ensuring that all worked items are correctly tagged, and case count pallets are re-stacked correctly before returning to the warehouse • Support in maintaining the volunteer room’s equipment including cleanliness and sanitary techniques • 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. • 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.

