

**Job Title:** Student Nutrition Specialist

**Exemption Status/Test:** Nonexempt

**Reports to:** Cafeteria Manager

**Date Revised:** 2021

**Dept./School:** Assigned campus

**Pay Grade:** SN 1

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**Primary Purpose:**

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

**Qualifications:**

**Education/Certification:**

None specified

**Special Knowledge/Skills/Abilities:**

Working knowledge of kitchen equipment and food production procedures

Excellent organization, communication, and interpersonal skills

Ability to understand written and verbal food preparation and safety instructions

Ability to operate large and small kitchen equipment and tools

Ability to perform basic math

**Experience:**

None

**Major Responsibilities and Duties:**

**Food Preparation and Serving**

1. Prepare quality food according to a planned menu of tested and uniform recipes.
2. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
3. Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.

**Safety and Sanitation**

4. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
5. Keep garbage collection containers and areas neat and sanitary.
6. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
7. Maintain professional appearance and hygiene.

**Other**

8. Handle and record cashier functions accurately.
9. Help record food requisitions and order necessary supplies.
10. Maintain daily food preparation records.
11. Complete annual continuing education requirements.
12. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
13. Demonstrate superior customer service with district staff, students, and community stakeholders.
14. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional district-wide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_