

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Food & Nutrition Specialist	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Food & Nutrition Manager	<b>Pay Grade:</b>	1 (182 Days)
<b>Dept./School:</b>	Food & Nutrition Department	<b>Date Revised:</b>	06/07/2021

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**Primary Purpose:**

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, safety, hazard analysis and critical control points (HACCP), customer relations, and inventory practices.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED preferred  
Food Handler's Permit Required

**Special Knowledge/Skills:**

Ability to understand written and verbal food preparation and safety instructions  
Working knowledge of kitchen equipment and food production procedures  
Ability to operate large and small kitchen equipment and tools  
Ability to perform basic arithmetic operations  
Ability to communicate with customers

**Experience:**

None

**Major Responsibilities and Duties:**

**Food Production and Acceptability**

1. Prepare quality food according to a planned menu of tested and uniform recipes to produce appealing and nutritious food.
2. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
3. Prepare meals for special diets and allergies according to instructions.
4. Check products during preparation and service to ensure quality standards are met.
5. Organize tasks for efficient and effective food production and service.

**Sanitation, Safety, and Security**

6. Follow rules of safe food practices as well as time and temperature requirement and correct deviations promptly utilizing the Sentry9000 HACCP system.

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7. Maintain a clean, sanitary kitchen and dining area using established departmental procedures. Keep garbage collection containers and areas neat and sanitary.
8. Use appropriate measures to safeguard the environment (i.e., waste/grease disposal, water conservation) and report any conditions that are not immediately correctable to supervisor.
9. Practice safe work techniques.
10. Assist with preparation for fire, health, and safety inspections.
11. Maintain the security of the facility and question anybody that should not be on campus grounds. Immediately bring security questions to the campus manager or administrator.
12. Maintain personal appearance and hygiene.
13. Follow district safety protocols and emergency procedures.

**Customer Service**

14. Assists in creating a pleasant eating environment for students, teachers, parents, and staff.
15. Handle customer complaints effectively.
16. Share customer feedback with supervisor.

**Program Regulations and Accountability**

17. Maintain confidentiality of students, program and school information.
18. Identify, monitor, and ensure that reimbursable meals meet federal requirements.
19. Prepare reports and records accurately in compliance with regulations.
20. Handle and record cashier functions accurately and according to established procedures.
21. Follow Federal, State, and Local regulations, School Board policies, and Food & Nutrition program policies and procedures.

**Equipment Use and Care**

22. Operate equipment safely.
23. Use food service equipment suitable for the food product being prepared.
24. Follow sanitation procedures when using and cleaning equipment.
25. Monitor equipment operation and report malfunctions.

**Professional Excellence**

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26. Perform work-related activities efficiently with limited supervision.
27. Interact with others in an ethical and professional manner.
28. Maintain cooperative and effective working relationships with others to promote teamwork.
29. Report to work on time and completes tasks according to work schedule.
30. Complete annual continuing education requirements.

**Other**

31. Has regular in person attendance and complies with notification procedures for absences.
32. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Wireless computer equipment and desktop applications, calculator, standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food and utility cart.

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

**Tools/Equipment Used:** Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

**Motion:** Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

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

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

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Date