



Argyle Independent School District

Job Title: Student Nutrition Specialist I

Exemption Status/Test: Nonexempt

Reports to: Student Nutrition Manager

Pay Grade: SN1

Dept./School: Assigned Campus

PRIMARY PURPOSE

Prepare and serve appropriate quantities of food to meet menu requirements. Maintains high standards of quality in food production, sanitation, and safety practices.

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model AISD core organizational beliefs and values; perform duties in an effective and efficient manner for the purpose of supporting and contributing to the achievement of district goals.
- Provide program support and service delivery; communicate effectively within and across teams and participate in cross-functional work groups.
- Maintain commitment to the department and District mission; model district expectations through personal leadership and actively support the efforts of fellow team members.

QUALIFICATIONS

Education/Certification:

- Completion of sufficient education or training to read, write, and follow instructions.

Special Knowledge/Skills:

- Ability to understand and follow written and verbal food preparation and safety instructions.
- Working knowledge of kitchen equipment and quantity food production procedures.
- Ability to operate large and small kitchen equipment and tools.
- Ability to perform basic math.
- Ability to communicate directly with clients/customers (students/parents/staff)

Experience:

- None

MAJOR RESPONSIBILITIES AND DUTIES

Food Preparation and Serving:

- Assist in the preparation of quality food according to a planned menu of tested, uniform recipes following the HACCP Principles for food safety.
- Prepare cold food items and various freezer-to-oven offerings as needed.
- Set up serving areas according to the manager's directions.
- Minimize food waste by serving correct portions of food according to daily food production records.
- Assist with daily food production records by accurately counting food items before and after service.
- Store and handle food items and supplies safely and according to established procedures.
- Maintain clean and organized food preparation and food storage areas.

Safety & Sanitation

- Clean kitchen, service areas, dishes, and utensils.
- Operate tools and equipment according to prescribed safety standards.
- Assist with major cleaning of refrigerators, cooking equipment, and storerooms as designated by the manager.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.

Other

- Follow established procedures for cashiering and daily cash drawer reconciliation.
- Complete annual continuing education requirements.
- Promote teamwork and interaction with fellow staff members.
- Utilize effective communication skills; ensure that all interactions are supportive, courteous, and respectful.

Policy, Reports, and Law

- Maintain confidentiality.
- Pursue Professional Development activities; ensure that Professional Development activities are aligned with District goals and initiatives and current professional research.
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Comply with the Professional Code of Ethics and Standard Practices for Texas.
- Perform other related duties as assigned.

Supervisory Responsibilities:

None

Argyle ISD

MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress work; prolonged or irregular hours

Physical Demands:

Tools/Equipment Used:Quantity food preparation and serving equipment, including but not limited to, large and small kitchen equipment and tools including mixer, combination oven, convection oven, tilt-skillet, pizza oven, proofing cabinet, deep fat fryer, sharp cutting tools, dishwasher, food and utility cart, Point of Sale Cash Register and office computer.

Posture: Prolonged standing on concrete; frequent bending/stooping, pushing/pulling, and twisting

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

Lifting: Frequent moderate lifting and carrying (over 30 pounds)

Environmental: Work inside in a 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.

Occasional district-wide travel.

All employees are to follow district safety protocols and emergency procedures.

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.¹

Signature

Date

Print Name

¹ Date Revised: 12/2025