

**BEEVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Food Service Specialist

Wage/Hour Status: Nonexempt

Reports to: Food Service Manager

Pay Grade:

Dept./School: Food Service Department

Date Revised: August, 2025

Primary Purpose:

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality food production, sanitation, safety, HACCP, customer relations, and inventory practices.

Federal Program Responsibilities:

Comply with federal/state program requirements as per Healthy, Hunger-Free Kids Act and Smart Snacks in Schools and/or Individuals with disabilities Education Improvement Act (IDEA)
Complete monthly Time and Effort logs as appropriate

Qualifications:

Education/Certification:

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

Special Knowledge/Skills:

Ability to read and understand 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

Physical Requirements

Must be able to lift up to 35 pounds
Work is performed indoors and predominantly in a standing position with exposure to frequent noise, cold and heat
Must be able to perform repetitive motion activities

Experience:

None

Major Responsibilities and Duties:

Food Production and Acceptability

1. Use appropriate quantity food production techniques to produce appealing and nutritious food.
2. Follow policy and procedure for holding and serving food, portioning food items, batch cooking, using standardized recipes, inventory, and maintaining production records.
3. Prepare meals for special diets and allergies according to instructions.
4. Check products during preparation and service to ensure quality standards are met.

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Food Service Worker

5. Able to perform all duties and positions in the kitchen
6. Organize tasks for efficient and effective food production and service.

Sanitation, Safety, and Security

7. Follow rules of safe food practices as well as time and temperature requirement and correct deviations promptly.
8. Maintain a clean, sanitary kitchen and dining area using established departmental procedures.
9. Use appropriate measures to safeguard the environment (i.e., waste/grease disposal, water conservation).
10. Practice safe work techniques.
11. Assist with preparation for fire, health, and safety inspections.
12. 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.

Customer Service

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

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. Meet USDA certification guidelines.
21. Attend various trainings in order to stay aware of the constant changes within the overall program.
22. Follow Federal, State, and Local regulations, School Board policies, and Food & Nutrition program policies and procedures.

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Equipment Use and Care

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

Cashiering

- 27. Count money in cash drawer at the beginning of shifts to ensure amounts are correct and there is an adequate amount of change. You are responsible for all monies at your register during your shift.
- 28. Smile, be polite and helpful. Always have each student say their name as an additional form of identification and security for each account.
- 29. Read and verify all medical and non-medical alerts on accounts.
- 30. Certify that each meal meets USDA standards as a reimbursable meal. Make suggestions if the meal does not meet standards and inform students they will be charged A-La-Carte prices if the meal cannot be claimed as reimbursable.
- 31. Work in kitchen as needed. This will be coordinated with your campus manager.
- 32. Verify end of day information with your manager. Both parties must be present and attentive during the counting of deposits.
- 33. Maintain security of your start up cash bank, drawer and deposit at all times.
- 34. Compile and record end of day reports and provide them to the Federal Programs Manager.

Professional Excellence

- 35. Perform work-related activities efficiently with limited supervision.
- 36. Interact with others in an ethical and professional manner.
- 37. Maintain cooperative and effective working relationships with others.
- 38. Report to work on time and completes tasks according to work schedule.
- 39. Promote teamwork and interaction with fellow staff members.
- 40. Maintain personal appearance and hygiene.

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41. Attend and participate in training activities.
42. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting and carrying (up to 50 pounds); moderate exposure to extreme hot and cold temperatures.

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.

I understand this position is federally and/or state funded and must comply with federal/state program requirements.

Employee Signature

Date

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Date