



Job Description

Montgomery Independent School District

Job Title: Child Nutrition Specialist

Exemption Status/Test: Nonexempt

Reports to: Child Nutrition Manager

Date Revised: June 2025

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:

- High School diploma or GED
- Must complete: The Texas Department of State Health Services (TXDSHS) under Texas Food Establishment Rule (TFER) §228.33, requires that all food employees shall successfully complete an accredited food handler training course, within 60 days of employment.
- Must have ability to read, write and understand verbal instruction in English

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 math
- Ability to work well with other personnel and follow instructions
- Knowledge in operating a computerized cash register

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 following Hazard Analysis Critical Control Points (HACCP).
3. Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area using HACCP principals.

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 according to HACCP.
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 personal appearance and hygiene.



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Other

- 8. Handle and record cashier functions accurately.
- 9. Help record food requisitions and order necessary supplies.
- 10. Maintain daily food preparation records.
- 11. Promote teamwork and interaction with fellow staff members.
- 12. Complete annual continuing education requirements. Cafeteria workers must complete at least 6 hours of annual continuing education/training in compliance with Professional Standard Rule.
- 13. Serve students and adults in an efficient, friendly and caring manner.
- 14. Arrive on time and prepared for work.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including impinger, mixer, pressure steamer, 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

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.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____