



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Operations Support Specialist
REPORTS TO: Nutrition & Operations Administrator
DEPT/SCHOOL: Child Nutrition

WAGE/ HOUR STATUS: Non-Exempt
PAY GRADE: Food Service (F8)
DAYS EMPLOYED: 226
DATE REVISED: October 2025

PRIMARY PURPOSE:

The Operations Support Specialist supports the Child Nutrition Department's Nutrition and Operations Administrator by assisting with ordering, inventory management, production record review, compliance documentation, and operational oversight at the campus level. This position helps ensure compliance with all federal, state, and local Child Nutrition Program regulations and supports managers in daily operations, fostering consistency and accountability across all campuses.

QUALIFICATIONS:

Education/Certification:

- High school diploma or GED required.
- Some college or advanced coursework in business, nutrition, or a related field preferred.
- ServSafe Manager's Certification or equivalent required (or obtained within 90 days of hire).
- Valid class "C" Texas Driver's License and reliable transportation throughout the workday

Experience:

- Minimum two years of school food service or related administrative/operational experience preferred.
- Experience in creating tools for tracking and record-keeping
- Knowledge of food service operations and Child Nutrition Program requirements.

Special Knowledge/Skills:

- Strong planning, organizational, and recordkeeping skills. Must be self-motivated.
- Working knowledge of food production, preparation, handling, equipment, and appliances.
- Knowledge of food service operations and Child Nutrition Program requirements.
- Effective written and verbal communication skills.
- Ability to establish and maintain positive working relationships with staff.
- Proficiency in Microsoft Office, Google Workspace, and point-of-sale/inventory software systems.

MAJOR RESPONSIBILITIES AND DUTIES:

Ordering & Vendor Management

- Verify that daily food and supply orders are placed on schedule by campus managers.
- Review orders for accuracy, bid compliance, and alignment with menus.
- Serve as contact for campuses regarding late, missing, or incorrect deliveries.
- Contact managers regarding order corrections, substitutions, or vendor communication.

- Primary contact to speak with vendors to resolve simple item substitutions and relay complex scenarios to the Nutrition and Operations Administrator.
- Consult with the Nutrition and Operations Administrator if menu substitutions or shortages impact compliance.
- Track recurring order trends and errors and provide feedback to CN leadership team.

Production Records & Compliance

- Review and audit completed production records weekly.
- Identify discrepancies and communicate findings to the campus manager and to the Nutrition and Operations Administrator.
- Provide training and support to staff on correct completion of production records.
- Collect and maintain compliance documents, and assist with documentation preparation for audits, TDA administrative reviews, and compliance monitoring.
- Verify that menus, Offer Versus Serve posters, and other required signage are properly posted at each campus.
- Collaborate with department staff to ensure timely submission of required records for claims and audits.

Inventory Oversight

- Conduct onsite spot checks of campus inventories to validate accuracy.
- Monitor expiration dates and verify First-In, First-Out (FIFO) practices are followed.
- Audit monthly physical inventory counts and compare to digital records.
- Provide monthly inventory accuracy reports to CN leadership team.
- Support implementation and maintaining standardized inventory procedures at all campuses.

Documentation & Staff Support

- Create and maintain logs of operational issues, order errors, and compliance infractions with corrective actions.
- Track trends for use in evaluations and performance monitoring.
- Assist with onboarding of new staff regarding policies and procedures.
- Support managers with preparation of daily/weekly operational reports.
- Assist in collecting and organizing operational documents that are delayed or incomplete.
- Maintain an organized filing system (digital and paper) for compliance records.
- Conduct spot checks for HACCP compliance, temperature logs, and sanitation practices.
- Assist in developing corrective action plans.
- Support the rollout of new policies, recipes, equipment, and other operational initiatives.
- Assist with equipment and smallwares tracking, distribution, and replacement requests.
- Provides backup field support when needed.
- Fill in at campus when needed for food prep, cashiering, and completing manager tasks.

Perform other duties as assigned by the Nutrition and Operations Administrator or Director.

SUPERVISORY RESPONSIBILITIES:

Provides support and guidance to campus staff under the direction of the Nutrition and Operations Administrator and Director.

EQUIPMENT USED:

Standard office equipment (computer, peripherals, calculator, copier, phone). Standard cafeteria equipment (ovens, steamers, mixers, warmers, dish machines, etc.). Operate district vehicles.

WORKING CONDITIONS:

Mental Demands:

Ability to manage multiple projects, meet deadlines under pressure, communicate effectively, interpret complex regulations, perform calculations, maintain emotional control under stress, and work effectively with diverse groups.

Physical Demands/Environment Factors:

Work is performed in both office and school cafeteria environments. Frequent sitting, standing, walking, and reaching. Occasional stooping, kneeling, climbing, and lifting (frequent lifting up to 40 pounds). Exposure to standard kitchen hazards, including hot, cold, or wet conditions, toxic or caustic chemicals such as petroleum products, degreasers, and sprays, and equipment with moving parts. Moderate noise levels.

SCHOOL CLOSURE:

Be available by phone, email, or video conferencing during indicated work hours (confirm expected work hours with Supervisor) to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and providing support, as instructed by your Supervisor.

OTHER: Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Punctual and regular attendance is required.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of paraprofessional personnel.

I understand that a portion or all of my position may be funded using a Federal funding source (including extra-duty pay, stipends, or compensation).



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

Reviewed by _____ Date _____

Employee Signature _____ Date _____