



## SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

### JOB DESCRIPTION

**JOB TITLE:** Specialist – Nutrition Services Support    **WAGE/HR STATUS:** Non – Exempt  
(Federally Funded)

**REPORTS TO:** Director – Child Nutrition Services    **PAY GRADE:** Administrative Technical 6

**DEPT/CAMPUS:** Child Nutrition Services Department    **DATE APPROVED/REVISED:** May 27, 2025

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### PRIMARY PURPOSE:

This position is to provide support to the food service operations in each campus to ensure they have the foods, supplies, staff, and materials needed for daily operations. This position also contributes to the financial integrity of the program by ensuring the proper management of cash and deposits. Administer and comply with rules pertaining to the USDA donated foods program. Coordinates catering events, provides training and technical assistance on applications, and nutrition software.

### QUALIFICATIONS

#### EDUCATION/CERTIFICATION:

High school diploma or GED  
Thirty semester hours of college coursework preferred  
Food Management Certification  
Professional Standards Hours (or obtain within 30 days of hire)

#### SPECIAL KNOWLEDGE/SKILLS

Strong organizational, communication, and interpersonal skills  
Ability to obtain quality service from vendors by using persuasion and negotiation skills.  
Ability to assess problems and determine solutions  
Ability to collect and analyze detailed information  
Basic math and accounting skills  
Skilled in the use of Microsoft Office products and nutrition software  
Good public relations skills  
Basic knowledge of the TEAMS System  
Knowledge of menu planning, food purchasing, and USDA guidelines

#### PREFERRED EXPERIENCE

Three (3) years administrative experience.

### MAJOR RESPONSIBILITIES AND DUTIES

1. Evaluates selected food samples before purchase for acceptability, assuring that nutrient guideline standards are met.
2. Participates in professional development, training, and conducts orientation for guest workers.
3. Communicates with campus-based Nutrition Services staff to identify food items and supplies needed to prepare meals.
4. Reviews orders for food and supplies for each campus to ensure the requests are appropriate and necessary.
5. Collaborates with the Nutrition Services Courier to manage campus inventory levels and allocate USDA foods.
6. Determines the best vending source by reviewing bid information.
7. Places orders for food and supplies with a wide variety of vendors.
8. Contacts vendors to resolve problems related to the purchase and delivery of food and supplies.
9. Identifies and utilizes alternate vendors as needed to ensure availability of food and supplies.
10. Checks invoices to ensure accurate pricing and charges; routes invoices to appropriate departments for payment.

11. Checks a sample of completed transactions to ensure payment agrees with the invoice.
12. Tabulates all Nutrition Services invoices to provide real-time information on expenditures.
13. Receives, coordinates, and processes catering requests. Determines charges assigns to district cafeterias, participates in the setup of catering events.
14. Tracks the delivery of catering services and ensures payment is received, recorded and deposited.
15. Collects unpaid debts.
16. Processes money bags and deposits for each cafeteria to ensure accuracy and adherence with established procedures.
17. Provides technical assistance to managers and cashiers with daily deposits.
18. Posts Nutrition Services deposits to allocate the income to a specific campus.
19. Creates and inputs purchase orders.
20. Communicates regularly with the Nutrition Services Director to provide program information.
21. Upholds and adhere to safety rules and policies of the SEISD safety program.
22. Supports the goals and objectives of the school district and follows all district policies.
23. Performs any other assignments made by the supervisor.

## **EQUIPMENT USED**

Computer, printer, copier, calculator, cash register, and telephone system

## **WORKING CONDITIONS**

### **Physical Demands:**

Extended time sitting; limited stooping, walking, interruptions, and occasional lifting up to 50 lbs

### **Environment:**

Well lit, air-conditioned office with customary sounds of telephones, computer, printer, file drawers, conversation, low outside noise, and occasional exposure to campus kitchens

**TERMS OF EMPLOYMENT:** 190 days

**FUNDING SOURCE:** 101-35-6129-XX-XXX-XX

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

*In the event school operations are disrupted or modified, your job location, duties and responsibilities along with related tools and equipment may also be modified as necessary at the discretion of the district. Any such modifications are a condition to continued employment with the district.*

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

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Employee Signature

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Date