

**Jill Van Dyke, Director Nutrition Services****Debbie Davis, Administrative Secretary****Leslie Pring, Manager Operations**

After School Supper Program	Safety and Sanitation	Summer School/Seamless Summer
Equipment Repairs & Maintenance	Site Evaluations	Workman's Comp Injuries
Equipment Inventory	Staff Development	Vending Program
Facility Maintenance Coordination	Student Food Fairs	Vendor Services – Linens, Pest
Field Supervisor Supervision	Staff Development - Operations	Control, Food & Supplies
Kitchen/Facility Use	Substitute Staffing	

**Michael Carrick, Accounting Supervisor**

Accounting Staff Supervisor	Purchase Orders	Interfund Transfers	Deposit Security
Budget Prep and Analysis	Inventory Control	PK Accounting &	CNIPS Reporting
Bank Reconciliations	Direct Payments	Management	Claim Reporting
After School Program Data	State and Federal	Journal Entries	Payables and Receivables

**Lisa Vorce, Nutritionist**

Marketing	State Certifications	Student/Parent	A la Carte Menu Planning
HealthierUS Challenge	Dietetic Intern Program	Nutrition Education	School Menu Planning
Fresh Fruit and Veg Program	Dairy Council Curriculum	Program Development	Nutritional Analysis
Salad Bar Program	Chef Rio	Special Diets	Wellness Policy

**Louise Romo, Nutrition Services Buyer****Kristina Mason, NS Purchasing Assistant****Jason Boschee, Administrative Clerk Sr.**

Process Food Orders	Classroom Parties	Assist Buyer	Assist Nutritionist in:
Menu Development	Commodity Diversions	STAR Testing Snack	Marketing
Production Records	Field Trips	Program	Nutrition Education
Delivery Logistics	Vendor Contact	Process Food	Program Development
Supper & After School Snack Program	Special School Events	Orders	Special Events
A la Carte Food Monitoring	Inventory Data	Food Specifications	
	Food Bids	Food Cost and Expenses	

**Debbie Hegenderfer, IT User Support Technician Sr.**

NutriKids Support	Computer/Network support	NutriKids Data Entry
Tele-Parent Messaging		

**Heidi Ordonez Account Clerk Sr.****Brandie Sepetaio, Admin Services Technician****Mary Burns, Team Leader II****Chelsie Hahner, Account Clerk Sr.**

Data Collection	Meal App Processing	Supper Program	Staff Scheduling
Financial Tracking	Meal App Verifications	Delivery Coordination	Sub Scheduling
Payroll Processing	Secondary Orientations	Food Ordering	Invoice Processing
PAF's	Meal App Staff Training	Site Monitoring	Daily Cash Receipts
Supper Program Data Processing	Return Check Processing		Archive Management
Deposit Reconciliation	Student Meal Accounts		Statistical Records Analysis
			Account Reconciliation

**Katie Hansberry, Administrative Clerk****Nicola Yenne, Administrative Clerk**

Invoice Processing	Staff Scheduling Assistant	Schedule Meetings	Archiving
Menu/Web Design	Grant Invoice Processing	Work Order	Document Maintenance: Health
Deposit Reconciliation	Farmer's Market Support	Requests/ Pest Control	Permits, Site Monitoring, Facility
Mail Distribution		Distribute Mail	Reviews, & Menu Production
			Sheets, School Inspections

**Field Supervisor Duties**

<b>Kitchen Operations</b>	<b>Equipment/Site Repair Requests</b>	<b>Quality Control</b>
<b>Personnel Actions and Evaluations</b>	<b>Summer School Monitoring</b>	<b>NutriKids Point of Sale</b>
<b>Student Meal Accounts</b>	<b>Safety and Sanitation</b>	<b>Site Monitoring</b>
<b>After School Snack Monitoring</b>	<b>Staff Development</b>	<b>Assist in Other Department Programs</b>

**Cynthia Lynn Amaro – Secondary Schools – 916-842-8140**

Creative Connections Arts Academy 7 -12 Foothill High School Foothill Ranch Middle School Futures High School - GCC Grant Union High School Grant Union High School West Highlands High School Lactating Mother/CalSafe Program (Pacific) Martin Luther King Jr. Tech. Academy Miles P. Richmond North Area Community Day School (Vista)	Norwood Jr. High School Nova Community Day School Pacific Career Technology Rio Linda High School Rio Linda Preparatory Academy Rio Tierra Jr. High School SCOE Elinor Hickey Jr/Sr High SCOE Leo Palmiter Jr/Sr High Smythe Academy of Arts & Sciences MS Vista Nueva Career & Technology HS
--	--

**Lori Marson – Elementary Schools – 916-825-6941**

CCCS Camellia and CCCS McClellan Elementary  
 CCCS Gateway, West Sacramento & Norwood  
 Creative Connections Arts Academy K-6  
 Dry Creek Elementary School  
 F.C. Joyce Elementary School  
 Foothill Oaks Elementary School  
 Frontier Elementary School  
 Hillsdale Elementary School  
 Kohler Elementary School  
 Madison Elementary School  
 Oakdale Elementary School  
 Orchard Elementary School  
 Pathways Community Day School  
 Pioneer Elementary School  
 Ridgpoint Elementary School  
 Sierra View Elementary School  
 Village Elementary School  
 Vineland Elementary School  
 W.A. Allison Elementary School  
 Westside Elementary School  
 Westside Preparatory Charter  
 Woodridge Elementary School

**Georgeina Hahner – Elementary Schools–916-825-6928**

D.W. Babcock Elementary  
 Del Paso Heights Elementary School  
 Fairbanks Elementary School  
 Garden Valley Elementary School  
 Hagginwood Elementary  
 Harmon Johnson Elementary  
 Hazel Strauch Elementary  
 Higher Learning Academy - GCC  
 Michael J. Castori Elementary  
 Morey Avenue Childhood Development Ctr.  
 Noralto Elementary  
 Northwood Elementary  
 GCOA Pavilion Elementary School (NSLP)  
 Rafferty Elementary School - GCC  
 Regency Park Elementary  
 Skvarla Elementary School – GCC  
 Smythe Academy of Arts & Sciences K-6  
 Woodlake Elementary School

**Kim Bosworth – Supper Program – 916-825-6955**

D.W. Babcock Elementary	Higher Learning Academy - GCC	Rafferty Elementary School - GCC
Del Paso Heights Elementary School	Hillsdale Elementary School	Ridgpoint Elementary School
Dry Creek Elementary School	Kohler Elementary School	Rio Linda Preparatory Academy
F.C. Joyce Elementary School	Madison Elementary School	Rio Tierra Jr. High School
Fairbanks Elementary School	Martin Luther King Jr. Tech. Academy	Sierra View Elementary School
Foothill Oaks Elementary School	Michael J. Castori Elementary	Skvarla Elementary School – GCC
Foothill Ranch Middle School	Morey Avenue CDC	Smythe Academy of Arts & Sciences E
Frontier Elementary School	Noralto Elementary	Village Elementary School
Futures High School - GCC	Northwood Elementary	W.A. Allison Elementary School
Garden Valley Elementary School	Oakdale Elementary School	Westside Elementary School
Hagginwood Elementary	Orchard Elementary School	Woodlake Elementary School
Harmon Johnson Elementary	GCOA Pavilion Elementary School-Supper	Woodridge Elementary School
Hazel Strauch Elementary	Pioneer Elementary School	