

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

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

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 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 Pathways Community Day School 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
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Lori Marson – Elementary Schools – 916-825-6941

Creative Connections Arts Academy K-6
 F.C. Joyce Elementary School
 Foothill Oaks Elementary School
 Frontier Elementary School
 Gateway International Charter School
 E.P.I.C Elementary
 Hillsdale Elementary School
 Kohler Elementary School
 Madison Elementary School
 Oakdale Elementary School
 Orchard Elementary School
 Pioneer Elementary School
 Ridgepoint 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

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

Kim Bosworth – Supper Program – 916-825-6955

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