

**Jill Van Dyke, Director Nutrition Services****Debbie Davis, Administrative Secretary****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**

Process Food Orders	Classroom Parties
Menu Development	Commodity Diversions
Production Records	Field Trips
Delivery Logistics	Vendor Contact
Supper & After School Snack Program	Special School Events
A la Carte Food Monitoring	Inventory Data
	Food Bids

**Chelsie Hahner, Nutrition Svcs Purchasing Assistant**

Assist Buyer	Food Specifications
STAR Testing Snack Program	Food Cost and Expense
Process Food Orders	

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

NutriKids Support	Computer/Network support	NutriKids Data Entry
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**Heidi Ordonez, Accounting Clerk Sr.**

NutriKids Data Collection
NutriKids Financial Tracking
Payroll Processing
PAF's
Supper Program Data Processing
Tele-Parent Messaging

**Brandie Sepetaio, Admin Services Technician**

Meal App Processing
Meal App Verifications
Secondary Orientations
Meal App Staff Training
Return Check Processing
NutriKids Financial Tracking
Deposit Reconciliation

**Mary Burns, Team Leader II**

Supper Program
Delivery Coordination
Food Ordering
Site Monitoring

**Louis Cisneros, Administrative Clerk Sr.**

Staff Scheduling
Sub Scheduling
Invoice Processing
Daily Cash Receipts
Archive Management
Statistical Records Analysis
Account Reconciliation

**Katie Hansberry, Administrative Clerk**

Invoice Processing	Staff Scheduling Assistant
Menu/Web Design	Grant Invoice Processing
Deposit Reconciliation	
Mail Distribution	

**Nicola Yenne, Administrative Clerk**

Schedule Meetings	Archiving
Work Order Requests/	Maintain: Health Permits, Site
Pest Control	Monitoring, Facility Reviews, &
Distribute Mail	Menu Production Sheets
	Record 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
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**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  
 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**

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	Ridgepoint 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	