

**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 Nutrition	A la Carte Menu Planning
HealthierUS Challenge	Dietetic Intern Program	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 Orders	Program Development
Supper & After School Snack Program	Special School Events	Food Specifications	Special Events
A la Carte Food Monitoring	Inventory Data	Food Cost and Expense	
	Food Bids		

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

NutriKids Support	Computer/Network support	NutriKids Data Entry
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**Heidi Ordonez & Chelsie Hahner, Accounting Clerk Sr.****Brandie Sepetaio, Admin Services Technician****Mary Burns, Team Leader II****Louis Cisneros, Administrative Clerk Sr.**

NutriKids Data Collection	Meal App Processing	Supper Program	Staff Scheduling
NutriKids 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
Tele-Parent Messaging	NutriKids Financial Tracking		Statistical Records Analysis
	Deposit Reconciliation		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 Requests/	Maintain: Health Permits, Site
Deposit Reconciliation	Farmer's Market Support	Pest Control	Monitoring, Facility Reviews, &
Mail Distribution		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 Del Paso Heights Elementary School Dry Creek Elementary School F.C. Joyce Elementary School Fairbanks Elementary School Foothill Oaks Elementary School Foothill Ranch Middle School Frontier Elementary School Futures High School - GCC Garden Valley Elementary School Hagginwood Elementary Harmon Johnson Elementary Hazel Strauch Elementary	Higher Learning Academy - GCC Hillsdale Elementary School Kohler Elementary School Madison Elementary School Martin Luther King Jr. Tech. Academy Michael J. Castori Elementary Morey Avenue CDC Noralto Elementary Northwood Elementary Oakdale Elementary School Orchard Elementary School GCOA Pavilion Elementary School-Supper Pioneer Elementary School	Rafferty Elementary School - GCC Ridgepoint Elementary School Rio Linda Preparatory Academy Rio Tierra Jr. High School Sierra View Elementary School Skvarla Elementary School – GCC Smythe Academy of Arts & Sciences E Village Elementary School W.A. Allison Elementary School Westside Elementary School Woodlake Elementary School Woodridge Elementary School
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