

**Kennewick School District  
Nutrition Services Administration Team  
Areas of Responsibility  
2009-10**

**SUPPORT STAFF**

<p><b>Bonnie Drollinger Administrative Assistant 222-6592</b></p>	<p><b>Lisa Garrison Administrative Assistant 222-6541</b></p>	<p><b>Dee Christensen F&amp;R Data Processing 222-6426</b></p>
<p><b>Revenue</b></p> <ul style="list-style-type: none"> <li>• State Report to Denise</li> <li>• Central Uploads</li> <li>• Prepare revenue and meal reports</li> <li>• Input meals into special programs (e.g. Fruitland Bldg)</li> <li>• Negative balance (print monthly)</li> </ul> <p><b>HR/Employees</b></p> <ul style="list-style-type: none"> <li>• Leave requests</li> <li>• Sub calling</li> <li>• Maintain staff/sub directory</li> <li>• Schedule training</li> <li>• Monitor new employee training progress</li> <li>• Uniform distribution               <ul style="list-style-type: none"> <li>◦ Includes shoe orders for secondary schools employees</li> </ul> </li> <li>• Key distribution</li> <li>• Schedule interviews</li> <li>• PPE distribution</li> <li>• Health card/ServSafe compliance monitoring</li> <li>• Student Worker employment compliance/packets</li> <li>• Payroll input</li> <li>• Benefits</li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Office supply order, distribution</li> <li>• Answer phones</li> <li>• Print shop orders</li> <li>• Maintenance requests</li> <li>• Facilities Request</li> <li>• Record retention</li> <li>• Assist in SDX month end duties</li> </ul>	<p><b>Warehouse</b></p> <ul style="list-style-type: none"> <li>• Sysco delivery of warehouse receipting</li> <li>• Warehouse order input review/edit cooks order</li> <li>• Exception report (Tues. by 10 a.m.)</li> <li>• Distribution list</li> <li>• Smallwares input</li> </ul> <p><b>Expenses</b></p> <ul style="list-style-type: none"> <li>• Inventory</li> <li>• Accounts Payable – SDX</li> <li>• Accounts Payable - KSD</li> <li>• Invoice matching</li> <li>• Budget transfers</li> <li>• SDX Petty Cash</li> </ul> <p><b>HR/Employees</b></p> <ul style="list-style-type: none"> <li>• Certification/clock hours</li> </ul> <p><b>Revenue</b></p> <ul style="list-style-type: none"> <li>• Catering invoices</li> </ul> <p><b>Menu</b></p> <ul style="list-style-type: none"> <li>• Meeting Notes</li> <li>• Menu to print</li> <li>• Menu distribution</li> <li>• Distribute Production Records</li> <li>• Online Menu upload</li> <li>• Favorites to Secondary Schools</li> <li>• Marketing</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• NS Notes</li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Answer phones</li> <li>• Fixed Assets</li> <li>• Record retention</li> <li>• Assist in SDX month end duties</li> </ul>	<p><b>Free and Reduced</b></p> <ul style="list-style-type: none"> <li>• Answer F&amp;R phones</li> <li>• MTime Applications input</li> </ul> <p><b>Banking</b></p> <ul style="list-style-type: none"> <li>• Order supplies</li> <li>• Bank Statement reconciliation</li> <li>• NSF Checks</li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Answer phones</li> <li>• Assist in SDX month end duties</li> </ul>

**MANAGEMENT TEAM**

<p align="center"><b>Sam Shick</b>  <b>Nutrition Services Director</b>  <b>Office: 222-6910</b>  <b>Cell: 539-1687</b></p>	<p align="center"><b>Denise Dixon</b>  <b>Assistant Nutrition Services Director</b>  <b>Office: 222-6399</b>  <b>Cell: 737-7429</b></p>
<ul style="list-style-type: none"> <li>• Menu to Print</li> <li>• Revenue and meal reporting to SDX</li> <li>• Safety Coordinator</li> <li>• Accident investigation</li> <li>• Financials               <ul style="list-style-type: none"> <li>○ Month end</li> <li>○ Budget</li> </ul> </li> <li>• Staff succession planning</li> <li>• SDX Contract</li> <li>• PSE Contract</li> <li>• Smallwares ordering</li> <li>• Equipment planning and purchasing</li> <li>• Training</li> <li>• Office oversight</li> <li>• Human resource management</li> <li>• Free and Reduced Meal Program</li> </ul>	<ul style="list-style-type: none"> <li>• State Report (10<sup>th</sup> of month)</li> <li>• Menu meeting</li> <li>• Prepare Production Records</li> <li>• Write menu</li> <li>• Promotions and Marketing</li> <li>• Ala Carte pricing</li> <li>• Accident investigation</li> <li>• Refund checks to families</li> <li>• Staff Development Committee</li> <li>• Menu costing</li> <li>• Nutrikids</li> <li>• Program specs</li> <li>• Commodities</li> <li>• Sysco ordering</li> <li>• Ala carte items</li> <li>• Verification</li> <li>• Catering</li> </ul>
<p align="center"><b>CONTENT EXERTISE</b></p>	<p align="center"><b>CONTENT EXPERTISE</b></p>
<ul style="list-style-type: none"> <li>• Computers</li> <li>• E-mail</li> <li>• MealTime Online</li> <li>• MealTime POS</li> <li>• MS Office programs</li> <li>• PowerSchools</li> </ul>	<ul style="list-style-type: none"> <li>• Special Diets</li> </ul>
<p align="center"><b>SCHOOL ASSIGNMENTS</b></p>	<p align="center"><b>SCHOOL ASSIGNMENTS</b></p>
<p align="center">           Desert Hills            Highlands            Horse Heaven            Park            Kamiakin            Kennewick High            Southridge            Tri-Tech            Phoenix            ECEAP            Kennewick Alternative Ed.         </p>	<p align="center">           Amistad            Canyon View            Cascade            Eastgate            Edison            Hawthorne            Lincoln            Ridgeview            Southgate            Sunset View            Vista            Washington            Westgate         </p>