

**Kennewick School District
Nutrition Services Administration Team
Areas of Responsibility
2008-09**

SUPPORT STAFF

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

MANAGEMENT TEAM

<p align="center">Sam Shick Nutrition Services Director Office: 222-6910 Cell: 539-1687</p>	<p align="center">Denise Dixon Assistant Nutrition Services Director Office: 222-6399 Cell: 737-7429</p>
<ul style="list-style-type: none"> • Menu to Print • Revenue and meal reporting to SDX • Safety Coordinator • Accident investigation • Financials <ul style="list-style-type: none"> ○ Month end ○ Budget • Staff succession planning • SDX Contract • PSE Contract • Smallwares ordering • Equipment planning and purchasing • Training • Office oversight • Human resource management • Free and Reduced Meal Program 	<ul style="list-style-type: none"> • State Report (10th of month) • Menu meeting • Prepare Production Records • Write menu • Promotions and Marketing • Ala Carte pricing • Accident investigation • Refund checks to families • Staff Development Committee • Menu costing • Nutrikids • Program specs • Commodities • Sysco ordering • Ala carte items • Verification • Catering
<p align="center">CONTENT EXERTISE</p>	<p align="center">CONTENT EXPERTISE</p>
<ul style="list-style-type: none"> • Computers • E-mail • MealTime Online • MealTime POS • MS Office programs • PowerSchools 	<ul style="list-style-type: none"> • MealTime POS • MealTime Central • MealTime Apps • Special Diets
<p align="center">SCHOOL ASSIGNMENTS</p>	<p align="center">SCHOOL ASSIGNMENTS</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>