



Kenneth A. Bunns, Director Child Nutrition Services

Kylie Minto, Senior Secretary

Leslie Koehler, Purchasing Assistant ext. 5358 lkoehler@srcs.k12.ca.us

Food, Equipment & Supply Ordering	Commodity Diversions	Food Product Specifications
Menu Development	Vendor Contact	Food Cost and Expenses
Delivery Logistics	Inventory Data	Investigates Substandard Food Complaints
Process Purchase Orders	Usage Data and Q/A Q/C	Product Recalls / Product ID
	Food Product Bids	

Maria Ochoa Duenas, Accounting ext. 5654 mochoaduenas@srcs.k12.ca.us

Invoice Processing	Archive Management	Data Collection	Supper Program Data Processing
Daily Cash Receipts	Statistical Records Analysis	Financial Tracking	Deposit Reconciliation
	Account Reconciliation		

Field Supervisor/Production Operations Supervisor Duties

Kitchen Operations	After School Snack Monitoring	Safety and Sanitation	NutriKids Point of Sale
Personnel Actions and Evaluations	Equipment/Site Repair Requests	Staff Development	Site Monitoring
Student Meal Accounts	Summer School Monitoring	Quality Control	Assist in Other Department Programs
School Menu Planning	Site Delivery Logistics	Nutritional Analysis	Vehicle Monitoring and Repair
Menu Development		Contract Site Monitoring	Production Record Monitoring
		Daily Site Deposit	Staff Scheduling and Hiring

Devin Twieg Secondary Schools ext. 5168
dtwieg@srcs.k12.ca.us

- Herbert Salter Middle School
- Hilliard Comstock Middle School
- Lawrence Cook Middle School
- Rincon Valley Middle School
- Santa Rosa Middle School
- Elsie Allen High School
- Maria Carrillo High School
- Montgomery High School
- Piner High School
- Santa Rosa High school
- Ridgeway Continuation School

Denise Scott Elementary Schools ext. 5623
dscott@srcs.k12.ca.us

- Abraham Lincoln Elementary
- Albert F. Biella Elementary
- Brook Hill Elementary
- Helen Lehman Elementary
- Hidden Valley Elementary
- James Monroe Elementary
- Luther Burbank Elementary
- Proctor Terrance Elementary
- Steele Lane Elementary
- Santa Rosa Charter For the Arts
- Cesar Chavez Language Academy
- Santa Rosa Accelerated

Valerie Mentjox Assistant
Food Service Transport Manager ext. 5622
vmentjox@srcs.k12.ca.us

Supervises Daily tasks	Maintains Kitchen Equipment
Estimates quantities of food and supplies	Food Costing & Supplies
Food & Supply Receiver	Records Ingredient & Food Use and Waste

Eileen Logan
Culinary Coordinator ext. 5622
elogan@srcs.k12.ca.us

Ordering Menu Supplies	Insures Food Safety
Maintains Production Records	Insure Safe Food Storage
Maintains Inventory	Catering / Events
Develops Recipes	Organize Parent Taste Testing
Maintains Kitchen Equipment	

Kylie Minto Senior Secretary ext. 5359 kminto@srcs.k12.ca.us

Invoice Processing	Schedule Meetings	Document Maintenance: Health	Meal App Processing
Web Site Maintenance	Work Order Requests	Permits, Site Monitoring,	Meal App Verifications
Deposit Reconciliation	Distribute Mail	Facility Reviews, & Menu	Secondary Orientations
Mail Distribution	Archiving	Production Sheets, School	Meal App Staff Training
		Inspections	