

DATE: April 6, 2018

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore *mm*
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Cook Manager (2018-2019 School Year)**

Replies must be received in the Office of Human Resources by 4PM on Monday, April 23, 2018

At the present time the District has the following anticipated vacancies:

Posting Name	Location	Position
CKMG-001	Gardnertown	Cook Manager-Civil Service eligible or transfers

Internal Applicants: Please submit a letter of interest to the Office of Human Resources, 124 Grand Street, Newburgh, NY, or FAX to 845-563-3468

External Applicants: Must have an approved application on file, submit a letter of interest and be on the Civil Service eligibility list for Cook Manager.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. Please use the ‘Letter of Interest’ template found on the district’s web-site (www.newburghschools.org) under the DISTRICT TAB/Employment with the District.

MML: cpm