

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson  
 Dr. Elisa Correa-Soto  
 Dr. Natasha Freeman-Mack  
 Ms. Marcie Heywood  
 Ms. Genieve Holder  
 Mr. Joseph McGrath  
 Dr. Shannon O'Grady  
 Ms. Kimberly Rohring  
 TBD

Deputy Superintendent  
 Asst. Superintendent, Secondary Curriculum & Instruction  
 Asst. Superintendent, Student Support Services  
 Asst. Superintendent, PRE K - 2  
 Asst. Superintendent, Human Resources  
 Asst. Superintendent, Chief Information & Data Officer  
 Asst. Superintendent, Elementary Curriculum & Instruction  
 Asst. Superintendent, Finance/Chief Financial Officer  
 Asst. Superintendent, Exceptional Learners

DATE: December 9, 2025 *\*Revised for location change*

This posting will end at 4:00 pm on  
 Monday, December 22, 2025

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Genieve Holder *GH*  
 Assistant Superintendent, Human Resources

RE: Anticipated Vacancies – Cook

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

Posting Name	# Positions	Locations	Position
COOK-006	1	<i>*District</i>	Cook

**Funding Source:** Cafeteria Fund

## **MINIMUM QUALIFICATIONS:**

- Graduation from high school; or GED
- One year of experience in large-scale or institutional food preparation..

## **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the preparation and cooking of a variety of nutritious meals. In large kitchens, a cook usually has responsibility for one part of a meal. In a small kitchen, a cook may oversee the cooking of an entire meal and, in some cases, may have charge of the entire kitchen operation. Work is performed under general supervision. Supervision may be exercised over kitchen and/or food service personnel. Does related work as required..

- **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

Please use the '**Letter of Interest**' template found on the district's web-site ([www.newburghschools.org](http://www.newburghschools.org)) under the DISTRICT TAB/Employment with the District.

- **External applicants** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Ms.Holder**

GH: sp