

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Lisa Buon

Acting Superintendent of Schools

Ms. Onyx Peterson  
 Ms. Mary Ellen Leimer  
 Dr. Elisa Correa-Soto  
 Dr. Shannon O'Grady  
 Mr. Christopher Bayer  
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 Ms. Kimberly Rohring  
 Dr. Natasha Freeman-Mack

Deputy Superintendent  
 Interim Associate Superintendent of Schools  
 Asst. Superintendent, Secondary Curriculum & Instruction  
 Asst. Superintendent, Elementary Curriculum & Instruction  
 Asst. Superintendent, Exceptional Learners  
 Asst. Superintendent, Chief Information & Data Officer  
 Asst. Superintendent, Finance/Chief Financial Officer  
 Asst. Superintendent, Chief Equity Officer

DATE: April 28, 2025

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Mary Ellen Leimer  
 Interim Assistant Superintendent of Human Resources

RE: Anticipated Vacancy

This posting will close at 4 PM on  
 Friday, May 9, 2025  
 \*Re-Post\*

Posting Name	Location	Position
ASLD-001	MHS-Food Service	Assistant School Lunch Director
<p>The work in this class involves the responsibility to assist the School Lunch Director in overseeing activities of the school lunch program including administrative tasks, such as, budget preparation, expenditures and accounting and financial procedures. An employee in this class is responsible for assisting in the efficient and economical provision of nutritious lunches for children in a school district. The work is performed under the direction of the School Lunch Director, with leeway allowed for exercise of independent judgment in carrying out policies and establishing procedures for effective operation of the lunch program. Supervision is exercised over the work of a large staff consisting of Cook-Managers, Cooks, Food Service Helpers and School Lunch Managers. The incumbent does related work as required.</p> <p><b>* ASSISTANT SCHOOL LUNCH DIRECTOR POSITION IS PROVISIONAL and contingent upon results of the Civil Service Exam when issued</b></p>		

**QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition or food service administration or management **AND** one (1) year of experience in institution management, hotel administration or restaurant management involving large-quantity food service preparation; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in dietetics, nutrition or food service administration or management, **AND** three (3) years of experience as outlined in (A) above;
3. Thorough knowledge of the principals and practices of large-scale food preparation and menu planning;
4. Good knowledge of the principals, practices and procedures of managing a school lunch program including program planning, budget preparation and control and purchasing;
5. Good knowledge of sanitary food handling and storage;
6. Good knowledge of the fundamentals of nutrition as they apply to a school lunch program;
7. Ability to plan, assign and supervise the work of subordinates;
8. Ability to develop and direct effective training programs;
9. Ability to express ideas clearly, to prepare reports and to keep records pertaining to a school lunch program;
10. Ability to develop and maintain good personnel and community relations.

**Internal applicants must** submit a current resume and letter of interest to:  
 Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR FAX to: 563-3468**

**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. Leimer.** 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 in the District"

MEL: tc