

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit

Ms. Andrea Moriarty

Dr. Kathleen Farrell

Mr. Christopher Bayer

Mr. Michael McLymore

Ms. Onyx Peterson

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE: September 20, 2023

This posting will end at 4:00 pm on
Tuesday, October 3, 2023

Re-Post

MEMO: TO ALL SCHOOLS - PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancies - Cook

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

Posting Name	# Positions	Locations	Position
COOK-005	1	NFA Main	Cook

Funding Source: Cafeteria Fund

MINIMUM QUALIFICATIONS:

- Graduation from high school; or GED
- One-year experience in the preparation of food on a large scale; or an equivalent combination of experience and training sufficient to indicate the ability to do the work.

DISTINGUISHING FEATURES OF THE CLASS:

- This is routine work calling for exercise of good cooking knowledge. General supervision is exercised over employees in this class by a Cook Manager or School Lunch Manager. A Cook exercises immediate supervision of Food Service Helpers.
- **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) under the DISTRICT TAB/Employment with the District.

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

PLEASE DO NOT E-MAIL directly to Mr. McLymore

MM: sb