DATE: April 27, 2021

MEMO: TO ALL SCHOOLS - PLEASE POST

FROM: Michael McIymore, Assistant Superintendent for Human Resources

RE: Anticipated vacancies – CSEA – School Lunch Manager

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

<table>
<thead>
<tr>
<th>Posting Name</th>
<th># of Positions</th>
<th>Location</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Lunch Manager-002</td>
<td>1</td>
<td>Temple Hill Academy</td>
<td>Transfers or *Provisional</td>
</tr>
</tbody>
</table>

School Lunch Manager position is *Provisional and Contingent upon results of the Civil Service Exam when issued.

Funding Source: Cafeteria Fund

GENERAL STATEMENT OF DUTIES:
Manages a school lunch program in a large school and/or several small schools serving from 500 to over 2000 meals daily, including type A and a la carte meals, to children and adults; does related work as required.

ACCEPTABLE EXPERIENCE AND TRAINING:
Three years of satisfactory experience in institution, hotel or restaurant food service, involving large quantity food service.

FOR PROMOTION:
Permanent status with the Newburgh Enlarged City School District as follows;
A. 1 Year as a Cook Manager, OR
B. 2 Years as a Cook

A complete job description can be found on the District’s website at www.newburghschools.org under the ‘DISTRICT’ tab/Employment with the District.

- **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 apply through the District’s NEW online application system, RecruitFront on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Mr. McIymore.

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM: sb