



Dr. Roberto Padilla

Mr. Ed Forgit
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Superintendent of Schools

Deputy Superintendent
Asst. Superintendent, Human Resources
Asst. Superintendent, Finance
Asst. Superintendent, Curriculum & Instruction

DATE: July 20, 2018

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Food Service Helper (2018-2019 School Year)**

Replies must be received in the Office of Human Resources by 4PM on Friday, August 3, 2018

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

Posting Name	Location	Position
FSSL-005	TBD	<u>Full Time Food Service Helper</u> - Assists in the preparation and service of food and in the cleaning of the kitchen equipment, also serves in the capacity of cashier; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

- This is routine work performed under immediate supervision in connection with the preparation, serving of food. Cleaning of kitchen equipment and running a cashier.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES:

- Working knowledge of the proper methods of serving food and the care of utensils and kitchen appliances; ability to follow oral and written directions; good physical condition.

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 to:

Office of Human Resources, 124 Grand Street, Newburgh, NY, or FAX to 845-563-3468

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