



**Dr. Roberto Padilla**

**Superintendent of Schools**


Mr. Ed Forgit  
Mr. Michael McLymore  
Ms. Sara Feliz  
Mr. Gregory Kern

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

DATE: November 7, 2017

MEMO: TO ALL SCHOOLS – PLEASE POST

Replies must be received in the  
Office of Human Resources by  
4PM on November 20, 2017

FROM: Michael McLymore   
Assistant Superintendent for Human Resources

RE: Anticipated Vacancies – Part Time Food Service Helpers

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

Posting Name	Quantity	Location	Position
PTFSH	20	District	Part time food service helpers for District;
SUB-FSH	20	District	Substitute food service helpers for District

**Internal Applicants:** submit a letter of interest to:

Michael McLymore, Assistant Superintendent for Human Resources  
124 Grand Street, Newburgh, NY 12550

**External Applicants:** must have a completed application on file **and** submit a letter of interest to:

Office of Human Resources  
124 Grand St., Newburgh, NY 12550

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](http://www.newburghschools.org)) under ‘**DISTRICT/Employment with the District**’

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM:bw