NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell **Superintendent of Schools**

Ms. Onyx Peterson	Deputy Superintendent
Dr. Elisa Correa-Soto	Asst. Superintendent, Secondary Curriculum & Instruction
Dr. Natasha Freeman-Mack	Asst. Superintendent, Student Support Services
Dr. Madeline Diamond	Asst. Superintendent, Human Resources
Mr. Joseph McGrath	Asst. Superintendent, Chief Information & Data Officer
Dr. Shannon O'Grady	Asst. Superintendent, Elementary Curriculum & Instruction
Ms. Kimberly Rohring	Asst. Superintendent, Finance/Chief Financial Officer
Ms. Michelle Mc Kitty-Bromley	Asst. Superintendent, Exceptional Learners

DATE: October 29, 2026

This posting will end at 4:00 pm on Thursday , November 12, 2026

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent, Human Resources

RE: Anticipated Vacancies – **Cook**

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

Posting Name	**Title**	**Location**
Cook-2627	Cook	District

Funding Source: Cafeteria Fund

MINIMUM QUALIFICATIONS:

- Graduation from high school; or GED
- One year of experience in large-scale or institutional food preparation.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the preparation and cooking of a variety of nutritious meals. In large kitchens, a cook usually has responsibility for one part of a meal. In a small kitchen, a cook may oversee the cooking of an entire meal and, in some cases, may have charge of the entire kitchen operation. Work is performed under general supervision. Supervision may be exercised over kitchen and/or food service personnel. Does related work as required.

- **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 website (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 Dr. Diamond

MD:sp