



Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Ms. Marcie Heywood
Ms. Genieve Holder
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
Asst. Superintendent, Pre K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

DATE: January 13, 2026

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Genieve Holder
Assistant Superintendent, Human Resources

RE: Anticipated Vacancies – **Cook**

This posting will end at 4:00 pm on
Tuesday, January 27, 2026
Repost

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

Posting Name	# Positions	Locations	Position
COOK-006	1	*District	Cook

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 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 Ms.Holder

GH: sp