| | Dr. J. Manning Campbell | Superintendent of Schools |
| --- | --- | --- |
| **NEWBURGH**<br>ENLARGED CITY SCHOOL DISTRICT | Mr. Ed Forgit | Deputy Superintendent |
| | Ms. Andrea Moriarty | Asst. Superintendent, Elementary Curriculum & Instruction |
| | Dr. Kathleen Farrell | Asst. Superintendent, Secondary Curriculum & Instruction |
| | Mr. Christopher Bayer | Asst. Superintendent, Exceptional Learners |
| | Mr. Michael McLymore | Asst. Superintendent, Human Resources |
| | Ms. Onyx Peterson | Asst. Superintendent, Chief Information & Data Officer |
| | Ms. Kimberly Rohring | Asst. Superintendent, Finance/Chief Financial Officer |
| | Dr. Natasha Freeman-Mack | Asst. Superintendent, Chief Equity Officer |

DATE:  November 30, 2023

MEMO:  TO ALL BUILDINGS – **PLEASE POST**

FROM:  Michael McLymore
Assistant Superintendent of Human Resources

RE:  CSEA – **Full Time Food Service Helper (2023-2024 School Year)**

> This posting will close at 4:00 PM on Wednesday, December 13, 2023

**At the present time the District has the following anticipated vacancies for the 2023-2024 School Year:**

| Posting Name | Title | Location | Requirements |
| --- | --- | --- | --- |
| FSHE-016 | Full Time Food Service Helper | NFA M | Cafeteria or food service experience preferred |

<u>**Internal Applicants**</u>: submit a Letter of Interest to:

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

<u>**External Applicants:**</u> Must submit a Letter of Interest **and** complete a CSEA Application for Employment on our website: Newburghschools.org under "District", "Employment with the District", "Employment Forms.".

Submit both the Letter of Interest and CSEA application to:

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

Or **FAX** to: 845-563-3468

- <u>**External applicants may also apply through**</u> the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

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<u>**PLEASE DO NOT E-MAIL directly to Mr. McLymore**</u>.
**PLEASE INCLUDE POSTING <u>Name</u> ON ALL CORRESPONDENCE**

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MM: sb