

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

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Asst. Superintendent, Elementary Curriculum & Instruction

Ms. Kimberly Rohring

Asst. Superintendent, Finance/Chief Financial Officer

Ms. Michelle Mc Kitty-Bromley

Asst. Superintendent, Exceptional Learners

DATE: January 23, 2026

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder *6/5/23*
Assistant Superintendent of Human Resources

RE: Internal Posting – **Part Time Driver**

Time Frame: February 2026 – June 2026

Times: Tuesday, Wednesday or Thursday – AM Pick Up

This posting will close at 4:00PM on

Friday, January 30, 2026

Not holding to the 10 days

***Work is to be performed outside of the contractual work day.**

Title	# of staff needed	Miscellaneous Info: (requirements)
Part Time Driver	1 or 2 – Cleaner/Custodian/Sr. Custodian (Position may be shared)	<p>Seeking a part time driver to support the retrieval of food for our school pantries/backpack program and Bodega at NFA Main.</p> <p>Responsible for picking up and delivering food and supplies from the Regional Food Bank of the Hudson Valley, located at 580 NY-416, Montgomery, NY, to the Deacon Jack Seymour Food Pantry, located at 301 Ann St, Newburgh, and to the 14 schools within the NECSD.</p> <p>Valid driver's license; A valid NYS Driver's License is required.</p> <p>Clean driving record.</p> <p>The ability to lift and carry up to 50 lbs, and the ability to operate a pallet jack and lift gate.</p>

Funding Source: Federal – McKinney Vento Grant

Compensation – As per the hourly rate according to the CSEA Collective Bargaining Agreement.

Not to exceed: 3 hours per week per position

- **Internal candidates** must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside of the posting.

Paper applications will not be accepted. **PLEASE DO NOT EMAIL Ms. Holder directly**

GH: sb