

DATE: July 21, 2021  
MEMO: TO ALL SCHOOLS – PLEASE POST  
FROM: Michael McLymore  
Assistant Superintendent of Human Resources  
RE: Anticipated Vacancy – **Senior School Lunch Manager (District Chef)**  
**Chef will support all District kitchens**

Replies must be received in the Office of Human Resources by 4PM on Friday, July 30, 2021  
\*Re-Post\*

**\*Previous applicants are still under consideration**

**\*Senior School Lunch Manager position is Provisional and Contingent upon results of the Civil Service Exam when issued. \*THIS IS AN ANTICIPATED VACANCY\***

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

| Posting Name | # Positions | Locations | Requirements |
|--------------|-------------|-----------|--------------|
| SSLM         | 1           | District  | *Provisional |

**Funding Source:** Cafeteria Fund

**DISTINGUISHING FEATURES OF THE CLASS:** This work is moderately difficult, and involves the supervision and direction of, as well as participating in, the preparation, serving, and cooking of food. This class of position may be used in three ways; 1) directing a very large food preparation and service program, which includes cooking; 2) directing multiple major function areas in a large food preparation program, may include service; 3) or as a substitute in the absence of a Food Service Manager. The work is performed according to standard procedures and under general supervision of a higher level of Food Service supervisor or Administrator of Food and Nutrition Services. Direct supervision is exercised over a moderate number of employees, including cooks, food service supervisors and food service workers. Does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A.** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s Degree in Dietetics, Nutrition, Food Service, Administration or Management and one year of experience in institution management, hotel management or restaurant management involving large quantity food service preparation, OR;
- B.** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree in Dietetics, Nutrition, Food Service, Administration or Management and three years of experience in institution management, hotel management or restaurant management involving large quantity food service preparation, scheduling of staff and ordering.

**A complete job description can be found on the District’s website at [www.newburghschools.org](http://www.newburghschools.org) under the ‘DISTRICT’ tab/Employment with the District.**

- **Internal applicants must** submit a current resume and letter of interest to:  
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR FAX to: 563-3468**
- **External applicants** must respond via the District’s NEW online application system: [RecruitFront](http://RecruitFront) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore**

MM: cpm