

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

August 12, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder
Assistant Superintendent for Human Resources

RE: Anticipated Vacancy – School Lunch Director

TITLE: School Lunch Director - A *Provisional Appointment

School Lunch Director position is *Provisional and Contingent upon results of the Civil Service Exam when given

GENERAL STATEMENT OF DUTIES:

Plans, directs, and administers the school lunch program in a large school district serving over 3,500 meals daily, including type A and a la carte meals, to children and adults; does related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the fundamentals of nutrition and their application to the health of children; thorough knowledge of all phases of the school lunch program; thorough knowledge of institution administration including purchasing, sanitation, safety, equipment selection and operation; thorough knowledge of office management, personnel selection and training; good knowledge of school business procedures; ability to develop effective employee training, supervisory techniques, personnel relations and community relations.

ACCEPTABLE EXPERIENCE AND TRAINING: Either

- A. Bachelor's degree, or equivalent educational experience, with academic major in specific areas¹; OR
- B. Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR
- C. Bachelor's degree in any academic major, and at least 5 years' experience in management of school nutrition programs.

MINIMUM PRIOR TRAINING STANDARDS:

At least 8 hours of food safety training is required either not more than 5 years prior to the start date or completed within 30 calendar days of employee's start date.

¹Related majors include food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

A complete job description can be found on the District's website at 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 & Certified Newburgh Substitute teachers must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date. GH: sb

This posting will end at 4PM on
Thursday, August 21, 2025
Re-Post