



**WEST MILFORD TOWNSHIP PUBLIC SCHOOLS
BOARD OF EDUCATION OFFICE
46 HIGHLANDER DRIVE
WEST MILFORD, NEW JERSEY 07480**

VACANCY ANNOUNCEMENT

POSITION: **ASST. HEAD CUSTODIAN – West Milford High School**
Anticipated Opening Effective January 1, 2018

RESPONSIBILITIES: Under general direction and supervision of the Head Custodian, the Asst. Head Custodian must use judgment when supervising assigned personnel and use of the building during specific shifts (including weekends). Responsibilities include assisting with the cleaning and maintenance of the school building and grounds and performing semi-skilled repairs.

QUALIFICATIONS:

1. Black Seal License
2. Knowledge of plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation; fire/safety laws and proper handling of hazardous materials.
3. Supervisory ability
4. Ability to read, write and communicate effectively.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status in accordance with State and Federal regulations.
6. Computer literacy required.
7. Must have a valid New Jersey Drivers License.
8. Must be a resident of the State of New Jersey

PAY SCALE: As per agreement between the West Milford Board of Education and the West Milford Custodial and Maintenance Association.

PROCEDURES: Send letter of interest by **October 27, 2017**

Address correspondence to:

West Milford Board of Education
Operations Department
Attn: Supervisor of Building and Grounds
46 Highlander Drive
West Milford, NJ 07480

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