



**JANUARY 25, 2023**

**EXISTING NON-INSTRUCTIONAL VACANCIES**

**HUMAN RESOURCES**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
 (The Nation's Largest Fully Accredited School System)  
 APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE  
 Veterans Preference Available: <https://www.browardschools.com/Page/32164>  
**Broward County Public Schools Is An Equal Opportunity/Equal Access Employer**

**DEADLINE  
 DATE\*  
 2/2/23**

**DEADLINE  
 DATE\*  
 2/2/23**

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, EEO/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

<u>POSITION</u>	<u>WORK LOCATION</u>	<u>QUALIFICATIONS</u>	<u>EFF. DATE * OF VACANCY</u>	<u>HARD COPY RESUME ONLY EMAILS WILL NOT BE CONSIDERED</u>
Utility Serviceperson (Fencing, Fire Extinguisher and School Equipment, Flooring and/or Electro Mechanical Equipment) - District (\$24.35 - \$30.01 per hour) (261 Day Calendar) (8 hours per day) Position#: 80018914 Tracking#: NIS-75518 Location Number: 69608000	Custodial & Grounds Services	<b>EDUCATION:</b> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program <b>EXPERIENCE:</b> Three (3) years recent experience in erecting and repairing fences; or installing and repairing carpets; or making repairs to power trains and supply systems of electromechanical equipment. <b>SPECIAL QUALIFICATIONS:</b> Ability to read blueprints, technical data and sketches; prepare estimates of materials from such information. Ability to assume responsibility and instruct others. Must provide own hand tools. Must have a valid Florida driver's license and, if essential to perform certain duties of the position, a proper Florida Class B Commercial driver's license with endorsement is required. Broward County Certificate of Competency in Fence Erection Category - Class 'F', Floor Covering Category - Class 'FL', or Mechanical Maintenance Technician preferred; or a Florida license to inspect and certify fire extinguishers preferred. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position. <b>NOTE:</b> For advertising purposes, the attached individualized qualifications may be used to attract applicants for the specific category of need. However, all employees hired to this position must be willing to work in any area assigned within the job.	2/3/2023 (Prev. Adv.)	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Ron Eggenberger 3897 NW 10th Avenue Oakland Park, FL 33309
Stock Clerk (\$23.41 - \$28.99 per hour) (261 Day Calendar) ( hours per day) Position#: 80018865 Tracking#: NIS-75578 Location Number: 69613000	Materials Logistics	<b>EDUCATION:</b> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <b>EXPERIENCE:</b> Five (5) years recent experience in a supply room or other similar environment. <b>ADDITIONAL REQUIREMENTS:</b> Must have knowledge of storekeeping. Ability to recognize parts and supplies of various departments and to insure reorder of fast moving items in order to prevent loss of time by mechanics; properly record all supply transactions. Ability to check received materials against the invoices and to issue materials. Must be capable of lifting heavy objects. Must be able to assume responsibility and follow both written and oral instructions. Ability to work well with others. Must have a valid Class "E" Florida driver's license or the license class applicable to the vehicle utilized to perform the job. Bilingual skills preferred. Computer skills as required for the position.	2/3/2023 (Prev. Adv.)	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send resume & HS Diploma/GED and valid Florida driver's license to: Marcelo D'Arce 3800 NW 10th Avenue Oakland Park, FL 33309
Warehouse Serviceperson (\$21.92 - \$27.81 per hour) (261 Day Calendar) (8 hours per day) Position#: 80024195 Tracking#: NIS-75579 Location Number: 69613000	Materials Logistics	<b>EDUCATION:</b> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <b>EXPERIENCE:</b> No experience required <b>SPECIAL REQUIREMENTS:</b> Must have the ability to climb and work in high level situations; to lift, move and carry heavy objects; to read and follow written instructions; to coordinate work with other employees. Must pass tests appropriate to the job. Must have a proper Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing.	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Mary Coker 3800 NW 10th Avenue Oakland Park, FL 33309

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.

**NON-INSTRUCTIONAL VACANCIES (Cont.)**

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

<u>POSITIONS</u>	<u>WORK LOCATION</u>	<u>QUALIFICATIONS</u>	<u>EFF. DATE * OF VACANCY</u>	<u>HARD COPY RESUME ONLY EMAILS WILL NOT BE CONSIDERED</u>
	Materials Logistics		2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Mary Coker 3800 Nw 10 Avenue Oakland Park 33309
Assistant Head Facilities Serviceperson (Elementary, Middle School/Exceptional Child Center) (\$19.52 - \$24.16 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80145736 Tracking#: NIS-76200 Location Number: 60751000	Pompano Beach Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Three (3) years of industrial, commercial, or educational facility experience. <u>ADDITIONAL REQUIREMENTS:</u> Must have the ability to follow standard custodial practices. Must be able to act as Head Custodian in his/her absence. Must have the ability to plan and direct the work of others and prepare work programs and schedules. Considerable knowledge of all cleaning materials, preparation, and proper use of all cleaning equipment. Must understand and practice energy conservation. Must physically be able to climb and work from ladders. Must be able to assume responsibility and follow both written and oral instructions. Must be able to climb and work in above ground situations. Must be physically able to operate heavy duty floor scrubbing and rug shampooing equipment. <b>Must complete the Asbestos Awareness, Lock-Out/Tag-Out, Basic, Professional and Master Facilities Service job-related training programs conducted by Talent Development Department prior to applying for the position.</b> Failure to comply with this provision may result in disciplinary action up to and including demotion. Computer skills as required for the position. Bilingual skills preferred. <u>WORK HOURS:</u> Monday-Friday 11 a.m. - 7:30 p.m.	2/3/2023 (Prev. Adv.)	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & In-Service Report with Asbestos Awareness, Lock-Out Tag-Out, Basic FSP, Master FSP, and Professional FSP certification to: Shezette Blue-small 700 NE 13th Avenue Pompano Beach, FL 33060
Assistant Head Facilities Serviceperson (Elementary, Middle School/Exceptional Child Center) (\$19.52 - \$24.16 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80128299 Tracking#: NIS-76255 Location Number: 63371000	Silver Lakes Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Three (3) years of industrial, commercial, or educational facility experience. <u>ADDITIONAL REQUIREMENTS:</u> Must have the ability to follow standard custodial practices. Must be able to act as Head Custodian in his/her absence. Must have the ability to plan and direct the work of others and prepare work programs and schedules. Considerable knowledge of all cleaning materials, preparation, and proper use of all cleaning equipment. Must understand and practice energy conservation. Must physically be able to climb and work from ladders. Must be able to assume responsibility and follow both written and oral instructions. Must be able to climb and work in above ground situations. Must be physically able to operate heavy duty floor scrubbing and rug shampooing equipment. <b>Must complete the Asbestos Awareness, Lock-Out/Tag-Out, Basic, Professional and Master Facilities Service job-related training programs conducted by Talent Development Department prior to applying for the position.</b> Failure to comply with this provision may result in disciplinary action up to and including demotion. Computer skills as required for the position. Bilingual skills preferred.	2/3/2023 (Prev. Adv.)	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & In-Service Report with Asbestos Awareness, Lock-Out Tag-Out, Basic FSP, Master FSP, and Professional FSP certification to: Tammy Gilbert 2300 SW 173rd Avenue Miramar, FL 33029

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.

**NON-INSTRUCTIONAL VACANCIES (Cont.)**

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

<u>POSITIONS</u>	<u>WORK LOCATION</u>	<u>QUALIFICATIONS</u>	<u>EFF. DATE *</u>	<u>HARD COPY RESUME ONLY</u> <u>OF VACANCY</u> <u>EMAILS WILL NOT BE CONSIDERED</u>
Assistant Head Facilities Serviceperson (Elementary, Middle School/Exceptional Child Center) (\$19.52 - \$24.16 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80128291 Tracking#: NIS-76740 Location Number: 62851000	Griffin Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Three (3) years of industrial, commercial, or educational facility experience. <u>ADDITIONAL REQUIREMENTS:</u> Must have the ability to follow standard custodial practices. Must be able to act as Head Custodian in his/her absence. Must have the ability to plan and direct the work of others and prepare work programs and schedules. Considerable knowledge of all cleaning materials, preparation, and proper use of all cleaning equipment. Must understand and practice energy conservation. Must physically be able to climb and work from ladders. Must be able to assume responsibility and follow both written and oral instructions. Must be able to climb and work in above ground situations. Must be physically able to operate heavy duty floor scrubbing and rug shampooing equipment. <b>Must complete the Asbestos Awareness, Lock-Out/Tag-Out, Basic, Professional and Master Facilities Service job-related training programs conducted by Talent Development Department prior to applying for the position.</b> Failure to comply with this provision may result in disciplinary action up to and including demotion. Computer skills as required for the position. Bilingual skills preferred.	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & In-Service Report with Asbestos Awareness, Lock-Out Tag-Out, Basic FSP, Master FSP, and Professional FSP certification to: Angie Moodliyar-Jones 5050 SW 116th Avenue Cooper City, FL 33330
Facilities Serviceperson (Part-Time) (\$15.00 - \$21.49 per hour) (261 Day Calendar) (4 hours per day) Position#: 80215021 Tracking#: NIS-76912 Location Number: 62811000	Pinewood Elementary	<u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u> • Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment. • Ability to perform custodial work. • Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools. • Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment. • Ability to follow written and oral instructions in English on cleaning and equipment operation. • Ability to work well with others. • Computer skills as required for the position.  <u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u> • Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma. • A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. • Bilingual skills.	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Josianne Valme 1600 SW 83th Avenue North Lauderdale, FL 33068
Facilities Serviceperson (\$15.00 - \$21.49 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80027562 Tracking#: NIS-77004 Location Number: 69608000	Custodial/Grounds Services	<u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u> • Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment. • Ability to perform custodial work. • Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools. • Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment. • Ability to follow written and oral instructions in English on cleaning and equipment operation. • Ability to work well with others. • Computer skills as required for the position.  <u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u> • Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma. • A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. • Bilingual skills.	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Ben Osborne 3897 NW 10th Avenue Oakland Park, FL 33309

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.

***NON-INSTRUCTIONAL VACANCIES (Cont.)***

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

<u>POSITIONS</u>	<u>WORK LOCATION</u>	<u>QUALIFICATIONS</u>	<u>EFF. DATE *</u>	<u>HARD COPY RESUME ONLY</u> <u>OF VACANCY</u> <u>EMAILS WILL NOT BE CONSIDERED</u>
Facilities Serviceperson (\$15.00 - \$21.49 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80011310 Tracking#: NIS-77005 Location Number: 69608000	Custodial/Grounds Services	<p><u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.</li> <li>• Ability to perform custodial work.</li> <li>• Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools.</li> <li>• Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment.</li> <li>• Ability to follow written and oral instructions in English on cleaning and equipment operation.</li> <li>• Ability to work well with others.</li> <li>• Computer skills as required for the position.</li> </ul> <p><u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma.</li> <li>• A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide.</li> <li>• Bilingual skills.</li> </ul>	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Ben Osborne 3897 NW 10th Avenue Oakland Park, FL 33309
Facilities Serviceperson (\$15.00 - \$21.49 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80093784 Tracking#: NIS-77006 Location Number: 69608000	Custodial/Grounds Services	<p><u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.</li> <li>• Ability to perform custodial work.</li> <li>• Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools.</li> <li>• Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment.</li> <li>• Ability to follow written and oral instructions in English on cleaning and equipment operation.</li> <li>• Ability to work well with others.</li> <li>• Computer skills as required for the position.</li> </ul> <p><u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma.</li> <li>• A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide.</li> <li>• Bilingual skills.</li> </ul>	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Ben Osborne 3897 NW 10th Avenue Oakland Park, FL 33309

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.

***NON-INSTRUCTIONAL VACANCIES (Cont.)***

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

<u>POSITIONS</u>	<u>WORK LOCATION</u>	<u>QUALIFICATIONS</u>	<u>EFF. DATE *</u>	<u>HARD COPY RESUME ONLY</u> <u>OF VACANCY</u> <u>EMAILS WILL NOT BE CONSIDERED</u>
Facilities Serviceperson (\$15.00 - \$21.49 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80023817 Tracking#: NIS-77013 Location Number: 62751000	Taravella, J.P. High	<u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u> <ul style="list-style-type: none"> <li>• Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.</li> <li>• Ability to perform custodial work.</li> <li>• Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools.</li> <li>• Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment.</li> <li>• Ability to follow written and oral instructions in English on cleaning and equipment operation.</li> <li>• Ability to work well with others.</li> <li>• Computer skills as required for the position.</li> </ul> <u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u> <ul style="list-style-type: none"> <li>• Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma.</li> <li>• A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide.</li> <li>• Bilingual skills.</li> </ul>	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Marietta Dearmas 10600 Riverside Drive Coral Springs, FL 33071
Facilities Serviceperson (\$15.00 - \$21.49 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80014513 Tracking#: NIS-77117 Location Number: 63031000	Riverside Elementary	<u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u> <ul style="list-style-type: none"> <li>• Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.</li> <li>• Ability to perform custodial work.</li> <li>• Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools.</li> <li>• Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment.</li> <li>• Ability to follow written and oral instructions in English on cleaning and equipment operation.</li> <li>• Ability to work well with others.</li> <li>• Computer skills as required for the position.</li> </ul> <u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u> <ul style="list-style-type: none"> <li>• Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma.</li> <li>• A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide.</li> <li>• Bilingual skills.</li> </ul> <u>WORK HOURS:</u> Monday - Friday 1:30 p.m. - 9 p.m.	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Sabrina Sheib 11450 Riverside Drive Coral Springs, FL 33071
Surplused Furniture Facilitator (\$25.21 - \$30.88 per hour) (261 Day Calendar) (8 hours per day) Position#: 80013378 Tracking#: NIS-77119 Location Number: 69613000	Materials Logistics	<u>EDUCATION:</u> _____ Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Two (2) years of experience in an environment which would provide a knowledge of furniture value and furniture repair or one (1) year of experience in the Broward County School District Warehouse as a full-time employee <u>Special Requirements</u> - Must pass tests appropriate to the job. Must have a proper Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing.	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Mary C. Coker 3800 NW 10th Avenue Oakland Park, FL 33309

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.

***NON-INSTRUCTIONAL VACANCIES (Cont.)***

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

<u>POSITIONS</u>	<u>WORK LOCATION</u>	<u>QUALIFICATIONS</u>	<u>EFF. DATE *</u>	<u>HARD COPY RESUME ONLY</u> <u>OF VACANCY</u> <u>EMAILS WILL NOT BE CONSIDERED</u>
Stock Clerk (\$23.41 - \$28.99 per hour) (261 Day Calendar) (8 hours per day) Position#: 80116280 Tracking#: NIS-77122 Location Number: 69616000	Material Logistics Stockroom	<p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>EXPERIENCE:</u> Five (5) years recent experience in a supply room or other similar environment.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Must have knowledge of storekeeping. Ability to recognize parts and supplies of various departments and to insure reorder of fast moving items in order to prevent loss of time by mechanics; properly record all supply transactions. Ability to check received materials against the invoices and to issue materials. Must be capable of lifting heavy objects. Must be able to assume responsibility and follow both written and oral instructions. Ability to work well with others. Must have a valid Class "E" Florida driver's license or the license class applicable to the vehicle utilized to perform the job. Bilingual skills preferred. Computer skills as required for the position.</p>	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send resume & HS Diploma/GED and valid Florida driver's license to: Mary C. Coker 3810 NW 10th Avenue Oakland Park, FL 33309
Facilities Serviceperson (\$15.00 - \$21.49 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80077852 Tracking#: NIS-77123 Location Number: 61711000	Deerfield Beach High	<p><u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.</li> <li>• Ability to perform custodial work.</li> <li>• Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools.</li> <li>• Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment.</li> <li>• Ability to follow written and oral instructions in English on cleaning and equipment operation.</li> <li>• Ability to work well with others.</li> <li>• Computer skills as required for the position.</li> </ul> <p><u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma.</li> <li>• A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide.</li> <li>• Bilingual skills.</li> </ul>	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Jon Marlow 910 SW 15th Street Deerfield Beach, FL 33441
Facilities Serviceperson (Part-Time) (\$15.00 - \$21.49 per hour) (Night Shift) (\$0.35 Shift Differential) (261 Day Calendar) (5 hours per day) Position#: 80018011 Tracking#: NIS-77134 Location Number: 60101000	Dania Elementary	<p><u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Ability to complete the Basic Facilities Service job related training program, offered by Broward County Public Schools and receive a Basic Facilities Service certification within the (131 working days) probationary period of employment.</li> <li>• Ability to perform custodial work.</li> <li>• Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor-saving devices in the schools.</li> <li>• Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment.</li> <li>• Ability to follow written and oral instructions in English on cleaning and equipment operation.</li> <li>• Ability to work well with others.</li> <li>• Computer skills as required for the position.</li> </ul> <p><u>PREFERRED QUALIFICATIONS &amp; EXPERIENCE:</u></p> <ul style="list-style-type: none"> <li>• Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program or receipt of Special Diploma.</li> <li>• A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide.</li> <li>• Bilingual skills.</li> </ul>	2/3/2023	Include tracking# with your cover letter & resume. Current employees must provide personnel #. Send Resume to: Lewis Jackson 300 SE 2nd Avenue Dania, FL 33004

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.