NORTH HANOVER TOWNSHIP SCHOOL DISTRICT
External Posting

Position: Night Supervisor

Salary: Starting at $60,000 annually (minimum)

The North Hanover Township School District is seeking a qualified and motivated individual for the position of **Night Supervisor**. This position is responsible for supervising custodial operations throughout the district, ensuring the cleanliness, safety, and maintenance of district facilities, and supporting the Director of Facilities and School Security in the daily operation of the Buildings and Grounds Department.

Qualifications

- High school diploma or equivalent training/experience required.
- Valid New Jersey driver's license required.
- Possession of a Low-Pressure Black Seal License preferred. Candidates must obtain the license within one (1) year of attending the required training and no later than two (2) years after employment.
- Must obtain a CDL with Passenger Endorsement (NJ School Bus Driver License) within one (1) year of employment.
- Preference given to candidates with three (3) years of supervisory experience in custodial, janitorial, or facilities operations, including employee supervision and training.
- Experience operating manual and mechanized custodial equipment.
- Knowledge of building maintenance, plumbing, and electrical systems.
- Ability to read plans and blueprints.
- Ability to operate and maintain tractors for mowing and snow removal.
- Ability to maintain inventory records and materials usage.
- Ability to work independently, prioritize tasks, resolve complaints, and communicate effectively both orally and in writing.
- Ability to lift up to 50 pounds.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- Must be in good physical and mental health.
- Dependable, punctual, and willing to work flexible hours as needed.

Essential Duties and Responsibilities

- Supervise and evaluate custodial staff throughout the district.
- Inspect facilities and grounds to ensure proper maintenance, cleanliness, and safety.
- Identify and report building repair needs.
- Provide daily reports to the Director of Facilities and School Security.
- Train custodial staff and ensure duties are performed effectively and efficiently.
- Maintain inventories of custodial supplies and materials.
- Assist with ordering custodial supplies and ensuring adequate stock is available.
- Coordinate and supervise setup and breakdown of district events, assemblies, performances, and special activities.
- Assist with building and equipment repairs as needed.

- Inspect grounds for unsafe conditions and recommend corrective action.
- Assist with the implementation of the District's Right-to-Know Program.
- Oversee the proper use of Personal Protective Equipment (PPE) by custodial staff.
- Drive district vehicles, including trucks, lawn equipment, and snowplows.
- Drive a school bus when necessary.
- Deliver district mail and Board packet materials.
- Respond to emergencies and coordinate staff call-ins at the direction of the Director of Facilities and School Security.
- Perform periodic inspections of facilities during school closures and non-session periods.
- Perform other duties as assigned by the Director of Facilities and School Security and/or Business Administrator.

Knowledge, Skills, and Abilities

- Strong verbal and interpersonal communication skills.
- Ability to effectively manage personnel and work assignments.
- Organizational and coordination skills.
- Basic mechanical aptitude.
- Ability to operate a school bus and district vehicles.
- Ability to maintain confidentiality and work collaboratively with students, staff, parents, and community members.

Application Process: Interested candidates should submit:

- Letter of interest
- Resume
- Copies of relevant certifications/licenses

Applications should be emailed to:

Dr. Michael B. Maschi, Superintendent
Email: applications@nhanover.com

Please include **"Night Supervisor"** in the subject line of your email.

About the District:

North Hanover Township School District is a PreK–6 school district located near Joint Base McGuire-Dix-Lakehurst and approximately 10 miles from Six Flags Great Adventure. The district serves both local township students and military-connected students, creating a unique and diverse educational community.

Date Posted: June 11, 2026
Closing Date: Until Filled

Equal Opportunity Employer