



Town of Sandisfield Board of Health Clerk Job Description

Responsibilities:

- Listen to BOH meeting, in-person or remotely via recording, and write the minutes of meetings within three weeks of meeting. Meetings occur the second Wednesday of every month at 5:30pm.

Position is paid by the hour, 3-5 hours per month.

Please contact Sanitarian, Jayne Smith at jespublichealth@gmail.com if interested.