

**City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice**

Civil Service Title: Stock Worker	Level: 02
Title Code No: 12200	Salary: \$31,112.00 - \$46,519.00
Office Title: Stock Worker	Work location: 66-26 Metropolitan Ave, Queens NY 11379
Division/Work Unit: DMSS/Central Storehouse	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire a Stock Worker Level 2 to work within the Division of Municipal Supply Services' (DMSS), Central Storehouse. The candidate's duties will be to:

- Under supervision, receive, store, distribute and care for materials, supplies and equipment
- Pick supplies from storage areas to fill agency requisitions, lifting and carrying supplies where necessary
- Pack, unpack, count, weigh and measure materials, supplies and equipment
- Load and unload deliveries at the Central Storehouse and at the point of pick-up, delivery or distribution; may travel to the pick-up, delivery or distribution locations as needed
- Operate electrical material handling equipment, transporter, forklift and narrow aisle-high reach trucks
- Check materials received against purchase orders and record any breakage, damage and discrepancies in quantity received
- Date-stamp all cartons received to facilitate First In First Out (FIFO) inventory method
- Operate elevators and other necessary equipment to perform moving of equipment, furniture and appliances
- Assist in the maintenance and general cleaning of the Storehouse to maintain a safe and orderly working environment
- Review the work of Stock Worker L1 employees, verifying, counting and checking orders before shipping or distributing
- Maintain or assist in the maintenance of inventories and detailed inventory records
- Prepare reports
- May perform the duties of the supervisor in his/her absence
- Perform other related duties as may be requested

New York City residency is required within 90 days of appointment.

Qualification Requirements

There are no formal education or experience requirements for this position. Must be able to perform the physical tasks of the job.

Essential Skills

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/007515. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 11/20/2009

Post Until: 01/20/2010

JVN: 868-2010-007515

The City of New York is an Equal Opportunity Employer.