

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Stock Worker	<b>Level:</b> 2
<b>Title Code No:</b> 12200	<b>Salary:</b> \$33,350.00/\$37,685.00 - \$49,864.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Stock Worker	<b>Work location:</b> 101-07 Farragut Rd., Brooklyn NY 11236
<b>Division/Work Unit:</b> Maintenance, Repair and Capital Construction	<b>Number of Positions:</b> 3
<b>Hours/Shift:</b> Mon. – Fri. 7:30am – 3:30pm	<b>Agency Tracking #:</b> POSITION#: 426

**Job Description**

The NYC Department of Homeless Services (DHS) seeks three (3) Stock Workers to maintain an inventory of supplies/furniture/equipment/printed forms/other, by surveying needs/receiving requests/determining stock on hand/requisitioning new stock as needed/logging in distributing stock, in order to provide an adequate supply of all needed materials.

Distributes supplies/materials/tools/equipment, by filling incoming requisitions, notifying appropriate supply personnel, obtaining signatures as required, in order to provide unit/location with needed/requested supplies.

Receives/checks/stores incoming supplies/materials/equipment, using standard practices/procedures/techniques, in order to verify the quantity of received materials/store stock in correct/safe/easily-accessible location. Code/batches received/outgoing materials, by applying letter/number/other code sheet/other reference guide/grouping materials by category, in order to prepare materials for storage/distribution/other processing.

Loads/unloads supplies/furniture/equipment/other materials onto/off trucks/van, by moving/lifting/carrying, following standard operational practices/procedures/adhering to safety regulation, in order to facilitate delivery/storage.

Receive/stores incoming stock, using sledges/carts/belts/rollers/other, in order to insure safe/secure accessible storage of supplies. Operates fork/other hand/electric powered lift equipment, exercising manual/automatic controls/following operating safety instructions/manual, in order to transport equipment/supplies/stock from area to area.

Checks/weights supplies/equipment received, by comparing purchase order with delivery/using experience to check quality, in order to insure the quality/quantity of deliveries. (426, 585, 1086)

**Qualification Requirements**

There are no formal education or experience requirements for this position.

**Preferred Skills**

N/A

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

**Post Date:** 4/21/2016

**Post Until:** 5/5/2016

**JVN:** 071-2016-239422

**The City of New York is an Equal Opportunity Employer.**