



New Jersey Department of Military and Veterans Affairs

Menlo Park Vacancy Announcement #62-2021

OPENING DATE: June 7, 2021

CLOSING DATE: Until Filled

TITLE: Seasonal Stores Clerk
Temp. Employment Services (TES-Hourly Position)

LOCATION: Menlo Park Veterans Memorial Home- 132 Evergreen Road, Edison, NJ 08818

SALARY: \$16.50 per hour

WORK WEEK: 8 hours per day, up to 32 hours per week.
Hours: 8:00 am – 4:30 pm
Scheduled Days Off: Friday, Saturday, & Sunday

SCOPE OF ELIGIBILITY: Applicants will be accepted from all who meet the requirements listed below. Selection will be made from among the best qualified.

JOB DESCRIPTION: Under direction of a supervisor, assist the Storekeeper in providing the facility supplies safely and efficiently. Provide prompt delivery response to Nursing units, Food Services, Housekeeping, etc. Load/unload shipments checking for conformity to orders, assist with the requisition of supplies to maintain continuous stock levels. Inspect, assemble, pack/unpack for FedEx, UPS, etc. Assist with inventories, coding, labeling, scanning, tracking and usage reporting. Maintain the storerooms in a neat, safe, and organized manner.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS by CLOSING DATE TO:

Mail: ATTN: Menlo Park HR Recruitment- 132 Evergreen Road, PO Box 3013, Edison NJ 08818-3013

E-Mail: MenloParkRecruitment@dmava.nj.gov

Fax Number: (732) 452-4268

Forms may be obtained from our web site at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>

the Human Resources Division or you may request an application from the email provided.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.