

NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

AMENDED

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| TITLE: Institutional Trade Instructor 1, Food Processing | SALARY RANGE: \$53,216.01 - \$77,404.01 | POSTING NO.: 22-26 | ISSUE DATE: 1/30/2026 CLOSING DATE: 2/13/2026 |
| LOCATION: Northern State Prison, Educational Services – Newark, NJ | | CLASS OF SERVICE: Competitive | |

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

Interested individuals who meet the stated requirements

JOB DESCRIPTION

Under direction of a Supervising Institutional Trade Instructor or other supervisory official, assists in work involving food processing industry operations; does other related duties as required.

More specifically, under the direction of a Program Support Specialist or other supervisory official, the position is responsible for delivering comprehensive barista training skills to incarcerated students from a correctional facility.

REQUIREMENTS

Two (2) years of experience in areas of product formulation including but not limited to processing of raw materials, and the cutting, packaging, shipping, storing, distributing and sanitizing of food products and plant equipment in a commercial or institution kitchen.

Preference: the ideal candidate will have at least 1 year of experience in the barista industry and strong knowledge of coffee and tea brewing methods, espresso machines, and latte art techniques. The ability to instruct trainees and to incorporate knowledge of coffee industry trends, sanitization, equipment maintenance, and record and inventory management into the curriculum is required.

BENEFIT(S)*

*Pursuant to the State/Department's policy, procedures and/or guidelines.

Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:

- Alternate Work Week available for some positions
- Telework available for some positions
- Deferred Compensation
- Paid Time Off
- 13 State Holidays
- Health and Life Insurance
- Pet Insurance available through certain plans
- Flexible and Health Savings Accounts (FSA)/(HSA)
- Tuition Reimbursement
- Public Student Loan Forgiveness (PSLF)
- Up to \$250 in rewards for exercising
- Gym membership discounts
- Diversity & Inclusion events
- Workplace security, health and safety
- Incarcerated Person empowerment and rehabilitation

APPLICATION INSTRUCTIONS

Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.

Emailed resumes are to be sent only to: DOC_OHR-Region8@doc.nj.gov

Forward Response To:
 Jennifer Santana
 Region 8 Personnel Services
 Northern State Prison
 168 Frontage Road
 Newark, NJ 07114

DEDICATION

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HONOR

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INTEGRITY