

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

NOTICE OF JOB VACANCY

TITLE: Assistant Food Service Supervisor 2	SALARY RANGE: \$61,510.13 - \$89,809.93	POSTING NO.: 263-25	ISSUE DATE: 7/25/2025 CLOSING DATE: 8/8/2025
LOCATION: Edna Mahan Correctional Facility for Women, Food Services – Union Twp., NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING:			
<input type="checkbox"/> 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 <input checked="" type="checkbox"/> 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 <input type="checkbox"/> Interested individuals who meet the stated requirements			
JOB DESCRIPTION			
Under a Food Service Supervisor 2, in a state hospital, institution or agency with a resident, patient, or student population of 900 to 2500, assists in the general supervision of the food service unit, does related work as required.			
NOTE: For positions assigned to Department of Corrections, the population count would include the institutional custodial staff served.			
REQUIREMENTS			
NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.			
Eight (8) years of professional experience as supervisor of the planning, preparation, or delivery system of a food service operation.			
OR			
Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.			
BENEFIT(S)*			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
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:			
<ul style="list-style-type: none"> • 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-Region4@doc.nj.gov	
Forward Response To:		Megan Cardinale Region 4 Personnel Services Edna Mahan Correctional Facility for Women 30 County Road 513 Clinton, NJ 08809	

DEDICATION

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HONOR

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INTEGRITY