

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

NOTICE OF JOB VACANCY

TITLE: Institutional Trade Instructor 2, Food Processing	SALARY RANGE: \$58,170.67 - \$84,795.97	POSTING NO.: 389-25	ISSUE DATE: 10/31/2025 CLOSING DATE: 11/18/2025
LOCATION: South Woods State Prison, Food Service – Bridgeton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS <u>ONLY</u> 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, coordinates, plans, trains, and assigns work involving food processing industry operations to inmates; assigns tasks to lower grade employees; does other related duties as required.			
REQUIREMENTS			
Three (3) years of experience in areas of product formulating 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.			
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: Forward Response To: DOC_OHR-Region9@doc.nj.gov Suzanne Walker Region 9 Personnel Services South Woods State Prison 215 Burlington Road South Bridgeton, NJ 08302			

DEDICATION

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HONOR

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INTEGRITY