

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

NOTICE OF JOB VACANCY

TITLE: Institutional Trade Instructor 1, Food Processing	SALARY RANGE: \$53,216.01 - \$77,404.01	POSTING NO.: 393-25	ISSUE DATE: 11/7/2025 CLOSING DATE: 11/24/2025			
LOCATION: South Woods State Prison, Agri-Industries – Bridgeton, NJ		CLASS OF SERVICE: Competitive				
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;">☐ 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</td><td style="width: 33%; vertical-align: top;">☐ 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</td><td style="width: 34%; vertical-align: top;">☒ Interested individuals who meet the stated requirements</td></tr></table>				☐ 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
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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.						
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.						
RESIDENCY REQUIREMENT: Bridgeton City, Cumberland and Salem County residents receive first hiring preference, followed by Cape May County.						
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: <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"> - 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 </td><td style="width: 50%; vertical-align: top;"> - 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 </td></tr></table>				- 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	
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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-Region9@doc.nj.gov						
Forward Response To: 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