

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

**NOTICE OF JOB VACANCY**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
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| <b>TITLE:</b><br>Institutional Trade Instructor 1, Food Processing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>SALARY RANGE:</b><br>\$53,216.01 - \$77,404.01                                                                                                                                                                                                                                                                                                                                                                              | <b>POSTING NO.:</b><br>394-25                                                               | <b>ISSUE DATE:</b><br>11/7/2025<br><b>CLOSING DATE:</b><br>11/24/2025 |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
| <b>LOCATION:</b> South Woods State Prison, Food Service – Bridgeton, NJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>CLASS OF SERVICE:</b> Competitive                                                        |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
| <b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b><br><table border="0"><tr><td><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</td><td><input 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</td><td><input checked="" type="checkbox"/> Interested individuals who meet the stated requirements</td></tr></table>                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       | <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 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 checked="" type="checkbox"/> Interested individuals who meet the stated requirements |
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| <b>JOB DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
| <b>REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
| <b>RESIDENCY REQUIREMENT:</b> Bridgeton City, Cumberland and Salem County residents receive first hiring preference, followed by Cape May County.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
| <b>BENEFIT(S)*</b><br><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:<br><table border="0"><tr><td><ul style="list-style-type: none"><li>• Alternate Work Week available for some positions</li><li>• Telework available for some positions</li><li>• Deferred Compensation</li><li>• Paid Time Off</li><li>• 13 State Holidays</li><li>• Health and Life Insurance</li><li>• Pet Insurance available through certain plans</li></ul></td><td><ul style="list-style-type: none"><li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li><li>• Tuition Reimbursement</li><li>• Public Student Loan Forgiveness (PSLF)</li><li>• Up to \$250 in rewards for exercising</li><li>• Gym membership discounts</li><li>• Diversity &amp; Inclusion events</li><li>• Workplace security, health and safety</li><li>• Incarcerated Person empowerment and rehabilitation</li></ul></td></tr></table> |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       | <ul style="list-style-type: none"><li>• Alternate Work Week available for some positions</li><li>• Telework available for some positions</li><li>• Deferred Compensation</li><li>• Paid Time Off</li><li>• 13 State Holidays</li><li>• Health and Life Insurance</li><li>• Pet Insurance available through certain plans</li></ul> | <ul style="list-style-type: none"><li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li><li>• Tuition Reimbursement</li><li>• Public Student Loan Forgiveness (PSLF)</li><li>• Up to \$250 in rewards for exercising</li><li>• Gym membership discounts</li><li>• Diversity &amp; Inclusion events</li><li>• Workplace security, health and safety</li><li>• Incarcerated Person empowerment and rehabilitation</li></ul> |                                                                                             |
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| <b>APPLICATION INSTRUCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |
| 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.<br><br>Emailed resumes are to be sent only to: DOC_OHR-Region9@doc.nj.gov<br><br>Forward Response To: Suzanne Walker<br>Region 9 Personnel Services<br>South Woods State Prison<br>215 Burlington Road South<br>Bridgeton, NJ 08302                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |

DEDICATION

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HONOR

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INTEGRITY