

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

NOTICE OF JOB VACANCY

TITLE: Barista Instructor – Part-time	SALARY RANGE: \$25.00/hour	POSTING NO.: 398-25	ISSUE DATE: 11/7/2025 CLOSING DATE: 12/5/2025
LOCATION: Central Office Headquarters, Office of Community Engagement and Reintegration Initiatives – Trenton, NJ		CLASS OF SERVICE: TES	
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 the direction of a Program Support Specialist or other supervisory official, position is responsible for delivering comprehensive barista training skills to incarcerate students from a correctional facility. More specifically, the ideal candidate will have a strong knowledge of coffee brewing methods, espresso machines, and latte art techniques. The ability to incorporate knowledge of industry trends, sanitization, equipment maintenance, record and inventory management into the curriculum is required. Please note, candidate must be able to work the following hours: Tuesdays, Wednesday, or Thursdays, from 8am to 1pm.			
REQUIREMENTS			
EDUCATION: Graduation from high school or possession of an approved high school equivalent certificate. EXPERIENCE: One (1) year of verifiable experience as a barista or coffee industry professional 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			
SAME PROGRAM INFORMATION			
The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: https://nj.gov/csc/same/overview/index.shtml, email: SAME@csc.nj.gov or please click here. If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.			
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: Civilian.Recruitment@doc.nj.gov Forward Response To: Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863			