

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

NOTICE OF JOB VACANCY

TITLE: Institutional Trade Instructor 1, Cooking	SALARY RANGE: \$53,216.01 - \$77,404.01	POSTING NO.: 450-25	ISSUE DATE: 12/26/2025 CLOSING DATE: 1/12/2026			
LOCATION: New Jersey State Prison, Food Services – Trenton, 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;"><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 style="width: 33%; vertical-align: top;"><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 style="width: 34%; vertical-align: top;"><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
<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				
JOB DESCRIPTION						
Under supervision of a supervisory officer in a correctional facility in the Department of Corrections trains inmates in the work activities in the areas of food preparation, cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food; does related duties.						
REQUIREMENTS						
EXPERIENCE: Two (2) years of experience in the areas of food preparation and processing including but not limited to cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food 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: <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">Alternate Work Week available for some positionsTelework available for some positionsDeferred CompensationPaid Time Off13 State HolidaysHealth and Life InsurancePet Insurance available through certain plans</td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">Flexible and Health Savings Accounts (FSA)/(HSA)Tuition ReimbursementPublic Student Loan Forgiveness (PSLF)Up to \$250 in rewards for exercisingGym membership discountsDiversity & Inclusion eventsWorkplace security, health and safetyIncarcerated Person empowerment and rehabilitation</td></tr></table>				<ul style="list-style-type: none">Alternate Work Week available for some positionsTelework available for some positionsDeferred CompensationPaid Time Off13 State HolidaysHealth and Life InsurancePet Insurance available through certain plans	<ul style="list-style-type: none">Flexible and Health Savings Accounts (FSA)/(HSA)Tuition ReimbursementPublic Student Loan Forgiveness (PSLF)Up to \$250 in rewards for exercisingGym membership discountsDiversity & Inclusion eventsWorkplace security, health and safetyIncarcerated Person empowerment and rehabilitation	
<ul style="list-style-type: none">Alternate Work Week available for some positionsTelework available for some positionsDeferred CompensationPaid Time Off13 State HolidaysHealth and Life InsurancePet Insurance available through certain plans	<ul style="list-style-type: none">Flexible and Health Savings Accounts (FSA)/(HSA)Tuition ReimbursementPublic Student Loan Forgiveness (PSLF)Up to \$250 in rewards for exercisingGym membership discountsDiversity & Inclusion eventsWorkplace security, health and safetyIncarcerated 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: 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						

DEDICATION

*

HONOR

*

INTEGRITY