

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

NOTICE OF JOB VACANCY

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|---|---|---|---|
| TITLE: Institutional Trade Instructor 2, Cooking | SALARY RANGE: \$58,170.67 - \$84,795.97 | POSTING NO.: 451-25 | 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: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <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 </div> <div style="width: 30%;"> <input checked="" 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 </div> <div style="width: 30%;"> <input type="checkbox"/> Interested individuals who meet the stated requirements </div> </div> | | | |
| JOB DESCRIPTION | | | |
| Under supervision of a supervisory officer in a correctional facility in the Department of Corrections, coordinates, plans, trains, and oversees inmates; as required assigns tasks to subordinate employees and takes the lead in the work activities in the areas of food preparation, cooking, baking, meat cutting, pot washing, dish washing, and the serving of food performed by inmates with emphasis upon the vocational training of inmates and the maintenance of adequate production standards; does related work as required | | | |
| REQUIREMENTS | | | |
| EXPERIENCE: Three (3) 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 an institution kitchen. | | | |
| BENEFIT(S)* | | | |
| <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: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <ul style="list-style-type: none"> 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 </div> <div style="width: 50%;"> <ul style="list-style-type: none"> 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 </div> </div> | | | |
| 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

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HONOR

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INTEGRITY