



**Philip D. Murphy**  
*Governor*

**State of New Jersey**  
**Office of the Attorney General**  
**DEPARTMENT OF LAW AND PUBLIC SAFETY**  
**Juvenile Justice Commission**  
**P.O. Box 107**  
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**Tahesha L. Way**  
*Lt. Governor*

**Jennifer LeBaron, Ph.D.**  
*Executive Director*

**January 18, 2024**  
**NOTICE OF JOB VACANCY**  
**JJC #001-24**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Institutional Trade Instructor 1, Cooking

**SALARY:** \$47,997.79 to \$67,632.37

**LOCATION:** [Juvenile Justice Commission](#)  
New Jersey Training School  
471 Grace Hill Road  
Monroe Township, NJ 08831

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision of a supervisory officer in a correctional facility in the Juvenile Justice Commission trains residents 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. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/40624C.htm>

**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.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement JJC #001-24, and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **February 1, 2024**.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.



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