



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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Executive Director

January 30, 2025
NOTICE OF JOB VACANCY
JJC #018-25

This is a repost of vacancy #172-24, previous applicants need not reapply.

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Institutional Trade Instructor 1, Cooking

SALARY: \$51,416.43 to \$72,449.52

LOCATION:

Juvenile Justice Commission
 North Region Independence &
 Reentry Success Center
 461-63 Central Avenue
 Newark, NJ 07107

Juvenile Justice Commission
 Voorhees Residential
 Community Home
 201 Route 513
 Glen Gardner, NJ 08826

Juvenile Justice Commission
 Ocean Residential
 Community Home
 195 Game Farm Road
 Forked River, NJ 08731

NUMBER OF POSITIONS AVAILABLE: Three (3) – Location preference is required.

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.

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting CSC eligible list are subject to removal.

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 #018-25 and location preference, and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jicrecruitment@jjc.nj.gov) on or before the closing date of **February 13, 2025**.

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.

