



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**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

**Issue Date:** June 28, 2024

**Posting No.:** 261-24

**TITLE:** Institutional Trade Instructor 2, Cooking **SALARY:** \$54,302.95 - \$76,672.36

**LOCATION:** Central Office, Mates Inn Culinary Arts and Barista Training Center – Trenton, NJ  
Garden State Youth Correctional Facility – Yardville, NJ

**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.

*More specifically*, the candidate will teach Culinary Arts skills to incarcerated students at the NJDOC Central Office Headquarters Culinary Arts and Barista Training Center located in Trenton, NJ. The Culinary Arts Program provides students with the basic knowledge of food-handling skills train students on quality food preparation, menu preparation, proper sanitary habits, cleaning and food storage procedures, and presentation and plating techniques. Maximum class size is 10 students.

The instructor will also teach the ServSafe program 1-2 times per week inside the Garden State Correctional Facility, located in Yardville NJ. Each Student is given the ServSafe program and, when done, is tested to achieve the Food Handlers Certificate that is generally accepted in the industry for knowledge of food poisoning and other diseases that are food-borne and how to handle them correctly. Maximum class size is 15 students.

**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.

**PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JULY 15, 2024.**

Forward Response To: Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be sent only to:** [Civilian.Recruitment@doc.nj.gov](mailto:Civilian.Recruitment@doc.nj.gov)