

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

NOTICE OF JOB VACANCY

TITLE: Institutional Trade Instructor 2, Food Processing	SALARY RANGE: \$56,203.55 - \$79,355.96	POSTING NO.: 217-25	ISSUE DATE: 6/16/2025 CLOSING DATE: 7/1/2025			
LOCATION: South Woods State Prison, Agri-Industries – Bridgeton, 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 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</td><td style="width: 33%; vertical-align: top;"><input 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 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	<input type="checkbox"/> Interested individuals who meet the stated requirements
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JOB DESCRIPTION						
Under direction of a Supervising Institutional Trade Instructor or other supervisory official, coordinates, plans, trains, and assigns work involving food processing industry operations to inmates; assigns tasks to lower grade employees; does other related duties as required.						
REQUIREMENTS						
Three (3) years of experience in areas of product formulating including but not limited to processing of raw materials, and the cutting, packaging, shipping, storing, distributing and sanitizing of food products and plant equipment 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	
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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: DOC_OHR-Region9@doc.nj.gov Forward Response To: Suzanne Walker Region 9 Personnel Services South Woods State Prison 215 Burlington Road South Bridgeton, NJ 08302						

DEDICATION

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HONOR

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INTEGRITY