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

NOTICE OF JOB VACANCY

TITLE:	SALARY RANGE:	POSTING NO.:	ISSUE DATE:
Institutional Trade Instructor 1, Cooking	\$53,216.01 - \$77,404.01	247-25	7/11/2025
1 /	ADTA		CLOSING DATE:
LOCATION OF THE STATE OF THE ST			7/25/2025
LOCATION: Garden State Correctional Facility, Food Services – Chesterfield, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING:			
Current Department of Corrections State employees who are permanent Interested individuals who meet the			
employees who are permanent in a competitive in a competitive title or a Civil Service stated requirements title or a Civil Service Commission-approved Commission-approved non-competitive title.			
title or a Civil Service Commission-approved non-competitive title. Subject to current Commission-approved non-competitive title. Subject to current promotional and hiring			
promotional and hiring restrictions restrictions			
ION PEROPIPEION			
JOB DESCRIPTION			
Under supervision of a supervisory officer in a correctional facility in the Department of Corrections trains inmates 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.			
REQUIREMENTS			
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.			
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:			
 Alternate Work Week available for some positions Flexible and Health Savings Accounts (FSA)/(HSA) 			counts (FSA)/(HSA)
		n Reimbursement	
		c Student Loan Forgiveness (PSLF)	
·		5 \$250 in rewards for exercising	
13 State HolidaysHealth and Life Insurance		membership discounts rsity & Inclusion events	<i>J</i> - <i>J</i>
Pet Insurance available through ce		kplace security, health and	cafety
Tet insurance available tillough ce	•	rcerated Person empowern	
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.			
Empiled resumes are to be cent only to			
Emailed resumes are to be sent only to: DOC_OHR-Region1@doc.nj.gov			
Forward Response To: Tonja Green			
Region 1 Personnel Services			
Garden State Correctional Facility			
PO Box 11401			
Yardville, NJ 08620			

DEDICATION * HONOR * INTEGRITY