



# State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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WILLIAM H. CRANFORD  
Acting Administrator

## July 10, 2020 NOTICE OF JOB VACANCY #20-170

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:** \$45,229.39 to \$63,731.50

**LOCATIONS:** Juvenile Justice Commission AND Juvenile Justice Commission  
Warren Residential Community Home AND New Jersey Training School  
Oxford, New Jersey 07863 Monroe Township, NJ 08831  
1 Vacancy 1 Vacancy

**NUMBER OF POSITIONS AVAILABLE:** (Two) (2). Location Preference Required

**DUTIES:** Under the direction of a supervisory officer at the Juvenile Justice Commission, trains residents in work activities in the areas of food preparation, cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food; does related duties.

### 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.

**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 eligible list are subject to removal.

**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.

**If qualified, please send a cover letter indicating interest in job vacancy #20-170 with desired location preference and a current resume on or before the closing date of July 24, 2020 to:**

Recruitment Officer  
[jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov)

**-OR-**

Juvenile Justice Commission  
Office of Human Resources- Recruitment Officer  
P.O. Box 107, Trenton, NJ 08625-0107

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.

