



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



LATERAL REASSIGNMENT ONLY

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: August 27, 2021

Posting No.: 314-21

TITLE: Institutional Trade Instructor 1, Cooking **SALARY:** Current

LOCATION: Edna Mahan Correctional Facility for Women, Food Services – Clinton, NJ

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

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.

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 SEPTEMBER 13, 2021.

Forward Response To:

Veronica Tingle, Manager, Human Resources
Regional Personnel Services, Region 4
William H. Fauver Youth Correctional Facility
31 Petticoat Lane
Annandale, NJ 08801

**Emailed resumes are to be
sent only to:**

DOC_OHR-Region4@doc.nj.gov