



**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:** September 11, 2020

**Posting No.:** 147-20

**TITLE:** Institutional Trade Instructor 1 Cooking **SALARY:** \$45,229.39 - \$63,731.50

**LOCATION:** Adult Diagnostic and Treatment Center, Food Service Unit - Avenel 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 25, 2020.**

Forward Response To: Bonnie Lutz  
Office of Human Resources  
New Jersey Department of Corrections  
P.O. Box 863  
Trenton, New Jersey 08625-0863

**Emailed resumes are to be sent only to:** [\*\*Bonnie.Lutz@doc.nj.gov\*\*](mailto:Bonnie.Lutz@doc.nj.gov)