

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

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Teacher 3, 12 months ( <b>Culinary Arts</b> )	<b>SALARY RANGE:</b> \$71,214.39 - \$101,098.35	<b>POSTING NO.:</b> 403-24	<b>ISSUE DATE:</b> 9/27/2024 <b>CLOSING DATE:</b> 10/11/2024
--	--	-------------------------------	---

**LOCATION:** Central Office, Mates Inn Culinary Arts and Barista Training Center – Trenton, NJ  
Garden State Youth Correctional Facility – Yardville, NJ

**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- |  |  |   |
|--|--|---|
| <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 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 checked="" type="checkbox"/> Interested individuals who meet the stated requirements |
|--|--|---|

**JOB DESCRIPTION**

Under direction of the Supervisor of Educational Programs or Assistant Supervisor of Educational Programs, plans, executes, and evaluates the lessons and educational experiences of the assigned pupils, class, or classes. Performs these duties exercising independent judgment and with a comprehensive knowledge of department rules, regulations, and policies; does related work.

**More specifically**, the candidate will teach Culinary Arts skills to incarcerated students at the NJDOC Central Office Headquarters Culinary Arts and Barista Training Center located in Trenton, NJ. The Culinary Arts Program provides students with the basic knowledge of food-handling skills train students on quality food preparation, menu preparation, proper sanitary habits, cleaning and food storage procedures, and presentation and plating techniques. Maximum class size is 10 students.

The teacher will also teach the ServSafe program 1-2 times per week inside the Garden State Correctional Facility, located in Yardville NJ. Each Student is given the ServSafe program and, when done, is tested to achieve the Food Handlers Certificate that is generally accepted in the industry for knowledge of food poisoning and other diseases that are food-borne and how to handle them correctly. Maximum class size is 15 students.

**REQUIREMENTS**

**NOTE: NJ Teacher Certification in Culinary Arts/Food Services required. Restaurant experience preferred.**

**EDUCATION:** Possession of a valid NJ Standard Teacher's Certificate or Permanent Endorsement, issued by the Board of Examiners of the New Jersey Department of Education, authorizing instruction in subjects' areas appropriate to the teaching assignment, as determined by the head of a particular school or district.

**NOTE:** Teacher 3 is utilized to teach differing student populations and different content areas; therefore, the specific teaching certificate may vary.

**EXPERIENCE:** Thirty-six (36) months of full-time, properly certified teaching experience in an approved school, earned after the receipt of the New Jersey Standard Teacher's Certificate.

**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:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Alternate Work Week available for some positions</li> <li>Telework available for some positions</li> <li>Deferred Compensation</li> <li>Paid Time Off</li> <li>13 State Holidays</li> <li>Health and Life Insurance</li> <li>Pet Insurance available through certain plans</li> </ul> | <ul style="list-style-type: none"> <li>Flexible and Health Savings Accounts (FSA)/(HSA)</li> <li>Tuition Reimbursement</li> <li>Public Student Loan Forgiveness (PSLF)</li> <li>Up to \$250 in rewards for exercising</li> <li>Gym membership discounts</li> <li>Diversity &amp; Inclusion events</li> <li>Workplace security, health and safety</li> <li>Incarcerated Person empowerment and rehabilitation</li> </ul> |
|--|---|

**SAME PROGRAM INFORMATION**

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or please [click here](#). If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.

**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:

Civilian.Recruitment@doc.nj.gov

Forward Response To:

Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

DEDICATION

\*

HONOR

\*

INTEGRITY