

# Boone County Government

**Position Title: Food Safety Specialist**

**Reports To: Director of Environmental Health**

**Status: Exempt Part time**

**Effective Date: May 17, 2016 Revised: January 2022**

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Position Summary:**

Works under limited direction with extensive latitude for the use of initiative and independent judgment. Under supervision of the Director of Environmental Health, work involves planning, coordinating, overseeing the Food Protection Program, and managing retail, mobile and temporary inspections to ensure compliance with laws, regulations, and agency policies.

## **Essential Duties and Responsibilities:**

Conducts food establishment inspections to ensure compliance with codes, standards, and Indiana laws.

Report and summarizes the repair, correction, quarantine, or proper disposition of violations noted during inspections and conducts follow-up inspections to ensure that standards are being met and corrective action is taken for industry and public safety.

Manages, directs, and approves the required new or renovated Food Establishment Plan Review with code requirements such as site plans/drawings, refrigeration, preparation, cooking equipment, auxiliary areas, floors, walls, ceilings, plumbing, lighting, dry storage, food, dishes, utensil, trash, garbage, ventilation, curbed cleaning facility, toxic chemicals, insect/rodent proof.

Initiates, plans, and studies Food borne Illness investigations in collaboration with the Public Health Nurse(s).

Ability to ensure the facility is supplied with safe water, has hot water supply and hand washing facilities, adequate dry storage considerations, ventilation, minimum lighting requirements, pest control methods provided, sufficient equipment.

Maintains and tracks food program database and web application.

Investigates food complaints filed by the public.

Collects, compiles, and summarizes investigative findings.

Ability to plan, organize, and conduct investigations; to interpret and apply laws and regulations; to conduct interviews and gather facts; to evaluate findings; to prepare concise reports; and to testify in hearings and court proceedings.

Keeps current on new technologies related to the work field.

Research new and revised standards related to public health and food safety and food protection issues.

Operates efficiently under a fluctuating work schedule

Ability to establish goals and objectives, devise solutions to administrative problems, plan and maintain confidentiality of restricted information.

Develops risk categorization of food establishment procedures for implementation, administration, and evaluation of plans or programs and measures progress.

Prepares goals and objectives for Food Protection Program.

Performs related work as assigned.

Renew mobile and retail permits at the end of the year and complete data entry for all permitted establishments.

**Additional Duties and Responsibilities:**

Receives designated fees for payment of permits or other departmental services; records payments and issues receipts; forwards cash receipts as appropriate.

Aid and assist in logistics set up of POD and/or nursing clinics as well as assist during those POD/clinics when needed.

Reconciles accounts for accuracy.

Performs other related duties as required.

**Key Performance Standards:**

Compliance with federal, state, and local regulations and procedures pertaining to public health and environmental health issues.

Enforces Indiana Code as it pertains to food safety.

Accurate and timely reporting of public health and environmental issues and matters to appropriate authorities.

Demonstrates knowledge of federal and Indiana laws, codes, and standards requirements relating to the area of responsibility; of the principles and methods of field inspection, and quality control; of the basic rules of evidence; and of business practices in regulated occupations.

**POSITION QUALIFICATIONS:**

Bachelor of Science degree in Food Service, Public Health, Microbiology, Environmental Science, Liberal Arts or degree in related field with three (3) to five (5) years previous experience and/or training involving prevailing statutes, regulations, ordinances, public health principles, communication skills, microbiology, epidemiology, HACCP; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Extensive background in Epidemiology, Public Health Law, Food Safety Law, Food Service Sanitation, Chemical Mixtures and Infection Control to properly identify and address issues such as emerging infections, insect/pest identification/control, toxic solutions, and micro-organisms in foods, safe food handling and others.

Ability to apply geometric concepts, to include calculate refrigerated storage mathematical formulas; calculate energy mathematical formulas; calculate dry storage/refrigerated storage mathematical formulas; calculate water usage mathematical formulas.

Registration, Certification, or Licensure

1. Required certification as a Certified Food Handler.
2. Must possess and maintain a valid Indiana Driver's License.

Ability to evaluate, audit, deduce, and for assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Ability to assist persons in a professional manner by action or interaction in carrying out public health or food protection procedures.

Ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Most tasks require the ability to communicate verbally and in written forms.

Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable or verifiable criteria.

Ability to obtain and maintain all National Incident Management System (NIMS)

Certifications required by the county.

Ability to serve on 24-hour call and occasionally respond to emergencies from off-duty status.

Ability to obtain and maintain Cardiopulmonary Resuscitation (CPR) and First Aid certification.

Ability to regularly work extended and/or evening hours, occasionally work weekend hours, and travel out of town for meetings/conferences, sometimes overnight.

**ADA Compliance:**

Physical Ability: Tasks require the ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of heavy objects and materials (20-150 pounds).

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

**Applicant/Employee Acknowledgement:**

The job description for the position of Food Safety Inspection Officer for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_ No \_\_\_

Applicant/Employee Signature:

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Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please send resumes to HR Director, Megan Smith, [megsmith@co.boone.in.us](mailto:megsmith@co.boone.in.us).