

**POSITION DESCRIPTION
COUNTY OF PORTER, INDIANA**

POSITION:	Food Service Inspector		
DEPARTMENT:	Health		
DIVISION:	Food Service		
WORK SCHEDULE:	35 Hours/Week		
JOB CATEGORY:	PAT (Professional, Administrative, Technological)		
DATE WRITTEN:	July 1994	STATUS:	Full-time Salaried
DATE REVISED:	August 2023	FLSA STATUS:	Exempt

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.

Incumbent serves as Food Service Inspector for the Health Department, responsible for inspecting retail food establishments and temporary event food vendors throughout the county.

DUTIES:

Inspects retail food establishments, including restaurants, grocery stores, schools, taverns, mobile units, and temporary event food vendors. Reviews potential health violations and hazards, collects samples, advises personnel on proper sanitation of equipment and other necessary procedures, and takes appropriate action to ensure compliance with all requirements.

Investigates and resolves food-borne illness and food sanitation complaints, including taking samples, assisting with resolution, and completing follow-up procedures to ensure continuing compliance with all regulations.

Ensures resolution of code violations, including notifying regulating agencies and facilitating enforcement procedures as necessary.

Reviews construction/equipment plans for retail food establishments and conducts periodic inspections during construction to ensure continuing compliance with requirements.

Attends professional education workshops and training seminars as required.

Completes and submits reports as directed.

Performs related duties as assigned.

JOB REQUIREMENTS:

Bachelor Degree in a science or public health related field.

Thorough knowledge of and ability to make practical application of standard principles/practices, federal, state, and local laws and regulations governing food protection/sanitation, including FDA, IDOH and County ordinances.

Ability to effectively perform the essential duties of the position.

Knowledge of basic chemistry, biology and microbiology, and the ability to inspect and approve food service operations, conduct effective investigations of complaints, and ensure compliance with legal requirements.

Ability to effectively communicate orally and in writing with other Department personnel, regulatory agencies, business owners, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone, often under time pressure, frequently work on several tasks at the same time and with others in a team environment.

Ability to prepare and maintain accurate Department records, reports and documents as required, and maintain confidentiality of Department records and information.

Must be willing to occasionally work outside of standard business hours (evenings and weekends) as required by the needs of the department.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK:

Incumbent's duties are restricted in scope, but of substantial intricacy, involving several variables or considerations with interrelationships that are not clearly evident. Incumbent performs according to well-established procedures and legal requirements, exercising judgement in applying guidelines to specific cases and circumstances.

RESPONSIBILITY:

Incumbent monitors retail food establishments for compliance with local, state, and federal regulations. Incumbent works with minimum supervision, referring to supervisor cases of non-compliance. Work is reviewed for attainment of objectives and compliance with legal requirements.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with other Department personnel, regulatory agencies, business owners and the public for a variety of purposes, including conducting inspections, receiving and investigating complaints, and providing assistance and information.

Incumbent reports directly to Food Service Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in retail food service establishments with minimum supervision. Incumbent is exposed to physical and health hazards normally associated with retail food establishments. Ability to work outdoors in inclement weather. Ability to work in and around cramped spaces, negotiate stairs, climb ladders, and stoop and bend.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Food Service Inspector for the Health Department, Food Service Division 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

Date