

**POSITION DESCRIPTION
COUNTY OF PORTER, INDIANA**

POSITION:	Foods Director
DEPARTMENT:	Health
WORK SCHEDULE:	8:30 a.m. – 4:30 p.m., M-F
JOB CATEGORY:	PAT (Professional, Administrative, and Technological)
DATE WRITTEN:	January 2022
DATE REVISED:	STATUS: Full-time FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Porter County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Foods Director for the Porter County Health Department, responsible for the administration of Food Service Division, coordination of related programs, supervision of assigned staff, and enforcement of federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Supervises and directs assigned staff, including analyzing workload, reviewing position documentation, interviewing candidates, making hiring decisions, orienting new staff, planning delegating work assignments, establishing work goals, training, mentoring, determining changes in responsibilities, evaluating performance, reviewing salaries, recommending personnel actions, keeping supervisor and assigned staff informed of organizational developments, maintaining discipline, and communicating/administrating personnel programs and procedures.

Responds to customer inquiries and complaints regarding food establishment permitting, food safety inspections, and food safety requirements.

Performs and monitors food safety inspections of food establishments and temporary events, including planning, reviewing potential health violations and hazards, collecting samples, advising personnel on proper sanitation of equipment and procedures, and taking appropriate action to ensure compliance with federal and state laws and regulations and County ordinances.

Supervises permitting of new food establishments and temporary events. Supervises renewal of permits annually.

Conducts food-borne illnesses investigations and investigates food sanitation complaints, including taking samples, resolving problems, and completing appropriate follow-up procedures to assure compliance with all regulations.

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

Conducts employee in-service programs for food-service establishments as requested. Provides information and facilitates cooperation with food protections and related health concerns.

Conducts food safety training, including speaking engagements at local schools, colleges, and clubs, and creating educational material.

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

Maintains accurate and detailed files of all complaints, inspections, and related documents/reports.

Prepares for, manages, and assists with pandemic/epidemic programs/activities/events, including but not limited to serving as financial manager of vaccination sites, reviewing plans and monitoring related events, and interviewing and hiring additional staff.

Ensures staff's training and certification requirements are met and updated as required.

Completes a variety of daily, monthly, and annual reports and submits to supervisors and/or regulating agencies as directed.

Participates in emergency preparedness drills and training.

Composes media releases.

Attends training, meetings, and/or serves on committees as directed.

Testifies in legal proceedings/court as necessary.

Performs duties of other department personnel in their absence or as needed.

Responds to public health emergencies on a 24-hour basis and serves on call on rotation.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in Public Health Science, Food Sanitation, Food Science or related discipline.

Possession of or ability to obtain required certifications/licenses, including FEMA IS-100 Introduction to Incident Command System and FEMA IS-700 National Incident management System.

Must be at least 21 years of age.

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of standard principles and practices of food safety administration with ability to effectively administer operations, maintain accurate records and files, and develop/implement policies and procedures.

Working knowledge of federal, state, and local codes, laws, and regulations governing food safety operations and State plumbing codes, and ability to ensure compliance with all legal requirements.

Working knowledge of and ability to properly operate a variety of food and environmental testing equipment, including but not limited to pH equipment, temperature measuring devices, internal food probes, flashlight, and chemical testing equipment.

Working knowledge of the County budget process and ability to ensure proper preparation and administration of budget and related financial procedures and controls.

Working knowledge of basic chemistry, biology, and microbiology, and the ability to conduct effective inspections and investigations and ensure compliance with legal requirements.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, press releases, publications, and detailed written reports as required.

Ability to effectively supervise and delegate duties and responsibilities to assigned personnel.

Ability to operate standard office software and equipment, including computer, calculator, and vehicle.

Ability to effectively communicate orally and in writing with co-workers, other County departments, event planners, Indiana State Department of Health (ISDH), personnel from a variety of other health-related agencies, local media, food establishment personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze, investigate and evaluate data, and make determinations based on data analysis.

Ability to count, compute, and make arithmetic calculations, such as plumbing and construction calculations.

Ability to file, post, and mail materials.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/coordinate numerous and diverse work projects, and manage time and resources effectively.

Ability to read and interpret detailed prints, layouts, and specifications.

Ability to influence others to act favorably, utilize good judgment in extreme and uncommon situations, and maintain constructive relationships.

Ability to maintain positive community support and coordinate and present public speaking presentations and special events.

Ability to testify in legal proceeding/court.

Ability to perform duties of other department personnel in their absence or as needed.

Ability to occasionally work extended hours and evenings and travels out of town for meetings/training, sometimes overnight. Ability to regularly work weekends.

Ability to occasionally respond to public health emergencies on a 24-hour basis and regularly serve on call on a rotation basis.

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

II. DIFFICULTY OF WORK:

Incumbent's assignments are guided by broad policies and/or general objectives. Incumbent establishes procedures and performance standards and interprets policies. Incumbent's work includes a broad range of supervisory and public health duties, often requiring careful analysis and consideration of individual and departmental situations. Incumbent refers to supervisor when interpretations of departmental policies, programs, expenditures, are thought necessary, and has a high degree of flexibility on the job.

III. RESPONSIBILITY:

Incumbent ensures proper supervision and administration of the Porter County Food Service Division. Incumbent monitors and ensures compliance with federal and state laws and regulations and County ordinances. Work is primarily reviewed for compliance with department policy and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, event planners, Indiana State Department of Health (ISDH), personnel from a variety of other health-related agencies, local media, food establishment personnel, and the public for purposes of exchanging ideas, giving and receiving information, providing explanation, presenting subject matter, and advising.

Incumbent reports directly to Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, vehicle, outdoors, and on site, involving sitting/walking at will, standing/walking for long periods, exposure to extreme hot/cold temperatures, walking on uneven terrain, fumes, chemicals, lifting/carrying objects up to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, hearing sounds/communication, driving, color/depth perception, close/far vision, and speaking clearly. Incumbent maintains frequent contact with the public and may be exposed to irate/hostile persons. Incumbent may be required to wear safety clothing or equipment, such as non-slip shoes, disposable shoe covers, and gloves.

Incumbent occasionally works extended hours, evenings, and travels out of town for meetings/training, sometimes overnight. Incumbent regularly works weekends and serves on call on a rotation basis. Incumbent occasionally responds to public health emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Foods Director for the Porter County 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

Date

Print or Type Name