

Grant County, Indiana

Job Description

Position Title: Food Service Inspection Officer (FSIO)

Department: Health

Reports To: FSIO Supervisor / Administrator

Pay Range: \$42,236

Status: Full Time, Non-Exempt

Last Revised: 06/18/2024

Purpose of Position:

The purpose of this position is to perform a variety of duties relative to the inspection of food service including retail and non-profit establishments, temporary food vendors, Bed and Breakfast, industries, and schools to provide the citizens of Grant County a safe and healthy environment to eat, work and play.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Employee may be asked to perform additional duties prescribed by the rules of the Indiana Department of Health (IDOH) and Grant County Health Board under the general supervision of the FSIO Supervisor, Administrator and/or Health Officer.

- Perform retail food establishment, temporary food vendor, Bed and Breakfast, and school inspections at least twice annually
- Follow-up inspections and reports
- Consult owners and managers regarding rules and regulations pertaining to opening of new and/or existing establishments.
- Assist with plan review, inspections for new structures
- Receive and act on public complaints
- Issue retail, bed and breakfast, school and temporary food licenses
- Maintain inspection schedules and reports
- Receive recall notices on food products and respond accordingly
- Attend educational meetings and trainings as needed and/or required
- Prepare reports for Health Officer and/or Health Board
- Identify occurrences signifying a public health emergency and respond appropriately
- Participate in mass prophylaxis and/or vaccination efforts for the community
- **This position *is required* to work weekend and evening hours when necessary to investigate call out emergencies and for fair, festival and afterhours inspections.**

Minimum Training and Experience Required:

- Must possess a valid Indiana Driver's License
- High school diploma/GED with related experience equivalent to a bachelor's degree in public health, environmental science, biology or related field. Bachelor's degree helpful
- Possess or obtain Certified Food Handler Certification
- Must obtain and maintain Indiana Department of Health Food Service Inspection Officer Standardization
- Remain NIMS compliant
- Must possess basic computer skills and be proficient in Microsoft Office.

Minimum Physical and Mental Abilities Required:

- operate a variety of office equipment
- reach, stoop, kneel, crouch, crawl in the routine inspections of field sites and establishments
- add, subtract, multiply, divide, calculate percentages, and measure data.
- comprehend and interpret a variety of documents including forms, reports, guidelines, policy and procedure manuals, and IDOH guidelines and technical reference books
- prepare a variety of documents including reports, letters, memos, and others using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- give and receive information, explain procedures, maintain confidentiality of restricted information and follow instructions.
- communicate effectively with supervisor, office personnel, other county and state personnel, and the general public verbally and in writing.
- work effectively in an office environment, operate as a team member and work well independently
- provide information/education to a variety of different socioeconomic, racial, and ethnic groups
- calmly handle difficult, irate or belligerent citizens

An attitude of commitment to creating a positive atmosphere among coworkers, management and the general public is the most important quality to bring to this job!