

FOOD PROGRAM SPECIALIST

DEFINITION

Under general supervision of the Director of Environmental Health, this position performs activities aimed at reducing risks to public health related to food service facilities including restaurants and retail food stores. This includes consultation, education, inspection and enforcement activities as well as investigations of complaints and of suspected foodborne illnesses.

EXAMPLES OF DUTIES

Conducts inspection of licensed food service facilities to determine compliance with pertinent state and county codes; writes detailed reports of findings during inspection; discusses results of the inspection and any necessary corrective actions with persons in charge of the facility; develops, reviews and recommends revisions to a risk based inspection program; conducts training for environmental health (EH) staff to ensure familiarity with program goals; and conducts investigations of complaints and reports of foodborne illness utilizing procedures approved by the Dane County Board of Health, etc.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor of Science degree in Environmental Health or closely related biological science and a minimum of two years work experience with a full service Public Health Agency involved in regulation and licensing of food service facilities. Upon completion of 24 months of satisfactory work experience and certification as a Registered Sanitarian, the incumbent will progress to the M10 range.

Knowledge, Skills and Abilities: Knowledge of state and county regulations pertaining to food service facilities; knowledge of scientific principles of safe food handling practices; knowledge of HACCP principles; knowledge of epidemiology and procedure for conducting foodborne illness investigations; knowledge of principles of inspection, enforcement and public relations; knowledge of computer aided inspection programs; oral and written communication skills; ability to work with the regulated community and other EH staff to effect beneficial changes in food handlers' behaviors related to public health risks; and familiarity with personal computers and software applications.

Licenses or Other Requirements: Must have access to personal transportation and have or be eligible for a valid Wisconsin driver's license within six months of appointment.