



JOB DESCRIPTION:

FOOD AND HEALTH INSPECTOR

SAFETY SENSITIVE

NON-EXEMPT

JOB OBJECTIVES:

Under immediate supervision, performs and coordinates sanitary inspections of various types of establishments to protect public health.

GENERAL STATEMENT OF DUTIES:

The position regularly requires decisions for which there are no clearly defined or established policies or procedures; the handling of confidential or sensitive information; regularly requires the recognition of a problem and the development, recommendation and/or implementation of a reasonable solution. Also, regular periods of physical effort and constant periods of mental effort are required.

Requires some responsibility for determining departmental regulatory action.

Requires communication skills in dealing with a variety of people.

ESSENTIAL FUNCTIONS:

Enforces ordinances, investigates complaints and concerns and prepares detailed reports outlining required corrective actions related to public health conditions.

Performs health inspections/re-inspections of food service establishments, schools, senior and day care facilities, massage establishments, body art establishments, temporary and mobile events.

Issues court summonses and testify in court cases of noncompliance.

Responsible for security, organization, accuracy and maintenance of Food and Health Inspection reports, records and concerns.

Administers the fats, oils and grease program.

Reviews and responds to customer/resident inquiries, concerns and complaints.

Understands food service standards and monitors industry changes.

Responsible for food code education and training.

Performs all work in compliance with established City safety standards.

Performs other work as assigned.

JOB STANDARDS:

Regular and predictable attendance.

Ability to establish and maintain an effective working relationship with the general public, City Employees, various user groups, volunteers and private contractors on a constant basis.

Ability to prepare, review and maintain records including monthly and annual reports.

Ability to analyze, coordinate and implement multiple tasks and goals.

Ability to present ideas clearly and concisely with verbal and written communication skills.

Ability to accept and perform special projects and to work independently without excessive supervision.

Ability to handle complaints and exhibit excellent customer service.



DATE EFFECTIVE: 04-04-00 DATE REVISED: 03-30-26

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Ability to take the lead role in handling difficult people and difficult emotional situations.

Ability to safely and effectively operate assigned vehicles and equipment.

MINIMUM REQUIREMENTS:

Must be a US citizen or lawfully authorized alien worker.

High School graduate or GED certificate and two (2) years of related experience or any equivalent combination of education and experience.

Food Protection Manager Certification (ServSafe) or obtain within three (3) months of employment.

Certified Professional – Food Safety Certification or obtain within one (1) year of employment.

Motor Vehicle Operator's license valid in the state of Missouri.

Considerable knowledge of the basic principles and practices of sanitation as related to public health.

Must be able to work nights, weekends and holidays as required including on/off hour emergencies.

DESIRED QUALIFICATIONS:

Considerable knowledge in all aspects of food service.

EQUIPMENT/VEHICLES (Includes but is not limited to the following):

Automobile; pickup truck; computer workstation; calculator; fax machine; copier; hand-held and mobile radios; noise meter; presentation tools; and small hand tools.

JOB LOCATION: City Hall; Field Inspections within City limits

REPORTS TO: Health and Code Enforcement Manager