



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Food Safety Field Instructor	<b>Classification:</b> Barnstable County
<b>Department:</b> Health and Environment	<b>Grade:</b> Equivalent of Grade 9, 100% grant funded
<b>Reports to:</b> Shared Services Program Manager	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> October 2023	<b>Union Status:</b> Non-Represented
<b>Job Class:</b> 1036	<b>Location:</b> HLTE

### Summary

Instructor position for the training and support of municipal staff to ensure uniform enforcement of 105 CMR 590.00 State of MA Sanitary Code Chapter X- Minimum Sanitation Standards for Food Establishments and other applicable food sanitation regulations; all other related work, as required. The position provides training services to municipal staff in the Southeast region of the State including the Islands of Martha's Vineyard and Nantucket.

### Supervision

Works under the general direction of the Shared Services Program Manager of the Department of Health and Environment and in accordance with professional standards; responsible duties require professional judgment in promoting and implementing public health programs.

Expected to function as subject matter expert and perform a variety of duties related to field training for the enforcement and interpretation of public health, sanitation, and environmental laws and regulations related to food safety.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Attendance at Barnstable County PHE and local Board of Health meetings may be required. Works in collaboration with the Health Director/Agents within the Training Hub service area.

Provides hands on training to public health inspectional staff to cover proper inspection methods and procedures; reinforcement of food safety principles including foodborne hazards and pathogens, cross contamination, proper preparation, temperature controls, proper hygiene, proper cleaning and sanitation methods, regulations, and the proper techniques to maintain a food-safe environment.

Conducts public health inspections under the provisions of the state sanitary and environmental codes and local regulations.

Expected to travel to towns in SE Massachusetts including the Islands of Martha's Vineyard and Nantucket utilizing personal vehicle (mileage to be reimbursed).



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Works with the Massachusetts Department of Public Health (MDPH) OLRH (Office of Local and Regional Health) and the designated Public Health Excellence (PHE) leads/coordinators for the Field Training Hub (FTH) to review PHE information and data regarding field training gaps and needs and to identify staff for field training.

Attends trainings provided by MDPH Central Trainers and must be prepared to raise any region specific challenges that Field Trainers may need assistance with. Provides feedback to MDPH Central Trainers on best practices or changes to the training model/curricula.

Works with MDPH Central Trainers to refine the standardized curricula for the field training to incorporate region specific nuances/challenges.

Sets up the logistical needs for the field training sites and establishments being inspected to ensure accessibility and safety.

Designs and provides structured learning plans for hands on and accessible field-based training predicated on MDPH standardized curricula.

Creates, with the consultation of the MDPH Central Trainers, resources or learning aids.

Must be available to PHE training participants to respond to questions and challenges.

Participates in central meetings or learning collaborative along with other Field Trainers.

Provides requested reporting and assists administrative staff in required reporting on trainings and trainees.

Maintains or seeks relevant credentialing and attends relevant professional development training along with the centralized required training as determined by the DPH. Attends educational meetings, seminars and training programs necessary to remain current with new regulations and policies; participates in professional organizations.

Works with the Senior Field Operations Coordinator to promote and increase access to credentialing.

Assists in the OLRH evaluation of the (FTH) model.

Assists the Barnstable County PHE Group in maintaining up-to-date regulations.

Attendance at Barnstable County PHE and local Board of Health meetings may be required. Works in collaboration with the Health Directors and Agents within the Training Hub coverage area.



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Performs similar or related work as required, directed or the situation dictates.

Expected to travel to towns in SE Massachusetts including the Islands of Martha's Vineyard and Nantucket, and must have own reliable transportation to commute to and from training sites (mileage to be reimbursed).

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's degree in Biology, Environmental Science, Public or Environmental Health, three to five years of experience or equivalent training in food safety inspections or commercial food safety programs; experience in developing educational programs and teaching them to appropriate audience or any equivalent combination of education, training and experience.

#### **Certifications**

Registration as a MA Sanitarian or NEHA Registered Environmental Health Specialist or Registered Sanitarian (REHS/RS) preferred or must obtain within 18 months of hire; Food Protection Manager certification required; Food Allergen certification required; Class D motor vehicle operator's license required.

**Knowledge:** In-depth knowledge of the Massachusetts state food code, 105 CMR 590.00; knowledge of foodborne hazards and pathogens, cross contamination, proper preparation and temperature controls, proper hygiene, proper cleaning and sanitation methods, regulations, and the proper techniques to maintain a food-safe environment. Experience with developing Hazard Analysis and Critical Control Points plans.

**Ability:** Ability to instruct new staff and seasoned professionals in the proper inspection and enforcement of federal, state and local regulations pertaining to public health and food safety; ability to investigate food-borne illness outbreaks; ability to inspect, license and regulate food service establishments; able to exercise independent judgment. Ability to maintain accurate records, write concisely, express thoughts clearly and to develop ideas in a logical sequence.

Ability to interpret the laws, rules, and regulations pertaining to sanitary inspection, and other applicable environmental and public health codes.

**Skill:** Excellent interpersonal skills; good oral and written communication skills; skilled in MS 365 and associated apps; proficient in use of infrared and probe dial thermometers.

#### **Job Environment**

Administrative work is performed in office conditions; inspection work is conducted in the field with exposure to unsanitary conditions, possible sources of disease or unhealthy environmental conditions; the employee follows safety practices and uses safety equipment, as required.



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The employee has regular contact with the general public, public agencies and private organizations to provide and obtain information pertaining to public health issues and provision of services.

Errors could endanger public health, result in personal injury or injury to others, or have legal repercussions.

Must provide own reliable transportation for travel to and from training sites, mileage to be reimbursed.

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort is required when performing office work; moderate physical effort is required to perform fieldwork.

The employee is frequently required to stand, walk, sit, climb stairs, speak and hear, reach with hands and arms, use hands to operate equipment, stoop, bend and carry equipment; may be required to lift up to 30 pounds.

Physical agility is required to access all areas of inspection sites.

Vision requirements include the ability to read technical documents and plans, use a computer and operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

### **Applicants can apply here:**

<https://www.capecod.gov/jobs/food-safety-field-instructor-health-environment/>

*Equal Opportunity/Americans with Disabilities Act Employer*