

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

Food-Camp Inspector

**DEPARTMENT NAME:**

Board of Health

**FLSA STATUS:**

Exempt: \_\_\_\_\_

Non-Exempt: ☒

Hours worked per week: Average 2-8 hrs/week

**EMPLOYEE TYPE:**

(see General By-Laws Personnel Administration Plan for definitions)

Salaried \_\_\_\_\_

Regular Part-Time \_\_\_\_\_

Casual Part-Time ☒

Regular Full-Time \_\_\_\_\_

Supplemental Part-Time \_\_\_\_\_

Temporary \_\_\_\_\_

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

Board of Health Administrator /  
Board of Health (per MGL c.111, s.27)

**I. JOB SUMMARY** - Briefly describe the primary function of this job.

Protect the public from foodborne illness through prevention, intervention and rapid response, coordinating these food safety activities with all stakeholders in the food safety system. This includes promotion of active managerial control of food-borne illness risk factors through education, licensure, inspection and enforcement procedure to achieve compliance with retail food and food service regulatory requirements, and rapid response investigation of food related incidents that involve illness, injury and unintentional or deliberate food contamination. Enforce state and local regulations regarding smoking and nicotine delivery products

**II. JOB DUTIES** - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Conduct unannounced inspections of all food establishments permitted to operate for a full calendar year no less than twice per year, with additional inspections as directed. Inspect temporary or seasonal establishments as needed. File reports of all inspections with the Board of Health
2. Investigate all complaints relative to food establishments and report the results of such investigation to the Board of Health.
3. Attend Board of Health meetings relative to an inspection, report or complaint as requested.
4. Review all applications for a food permit for compliance with federal and state requirements, and make recommendation to the Board of Health for approval of such permits.
4. Any other work related to food establishment or food event inquiries, permitting, inspections, complaints, or reports that may come up.
5. Review all applications for the Sale of Tobacco and Nicotine Delivery Products, and make recommendations for approval to the Board of Health.
6. Conduct inspections for the sale of Tobacco and Nicotine Delivery Products for compliance with state and local regulations.
7. Receive and review written complaints and conduct investigations regarding willful failure or refusal to comply with state no smoking laws (M.G.L. c. 270, s. 22) and/or local Board of Health Regulation VI – Restricting the Sale and Use of Tobacco and Nicotine Delivery Products.
8. Enforce Chapter VI of the State Sanitary Code, 105 CMR 430.000, Minimum Standards for Recreational Camps for Children. This includes review of recreational camp for children applications, the potable water supply, and any food establishment(s) that might be part of the camp. Make recommendations for permit approval to the Board of Health.

**III. EDUCATION, TRAINING & EXPERIENCE** - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Education, Training and Experience shall be per Mass General Laws, Section 105CMR 590.010(G), Inspector Training in MA regulation 105CMR 590.000 (Minimum Sanitation Standards for Food Establishments – Chapter

X requires anyone conducting regular retail food establishments inspections in MA to be knowledgeable in food borne disease prevention, application of the hazard analysis critical control point principles and the requirements of 105 CMR 590.000. In addition, they must be able to demonstrate food safety inspection knowledge by:

1. Being a registered sanitarian, certified health officer, or a certified professional – food safety (previously “certified food safety professional”) OR
2. By passing a certified food protection management exam that is part of an accredited program recognized by the MA Department of Public Health (basic industry food safety course- with no food safety professional criterion) AND
3. Completing food safety inspection training recognized by the MA Department of Public Health
4. A valid MA Driver's license is a requirement for this position

**IV. COMMUNICATIONS & CONTACTS** - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Sherborn Food Establishments	Inspect for Compliance, provide education	Min. twice yearly
Sherborn recreational camps for children	Inspect for Compliance, provide education	As needed
Other Town employees/ Depts.	Receive or share information	Frequent/weekly
MDPH	Receive or provide information/share Info	Frequent/periodic
Residents	Receive or provide information/ Repond to questions	Frequent/periodic

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

Not Applicable

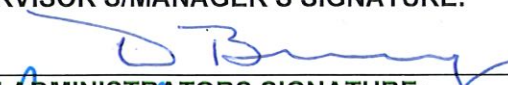


**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

This position averages between 2-8 hours per week, but this will vary considerably. A considerable amount of time is spent outside of the office – inspecting establishments and interacting with establishment personnel, with remaining time in the Board of Health Office. Evening and weekend hours as necessary are expected (such as to attend BOH meetings, inspect temporary one-day evnts). The food inspector will use his/her personal vehicle when conducting inspections.

**VII. REPORTING RELATIONS** - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Food Inspector >>> BOH Administrator >>> Board of Health

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

<b>SUPERVISOR'S/MANAGER'S SIGNATURE:</b> 	<b>DATE:</b> 12-11-2023
<b>TOWN ADMINISTRATORS SIGNATURE:</b> 	<b>DATE:</b> 12/18/23
<b>PERSONNEL BOARD SIGNATURE</b> 	<b>DATE:</b> 12/18/23

**COMMENTS:** Approved: 12/8/2023