

# Environmental Health Food Program Coordinator



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B25

### Bargaining Unit

N/A

### Reports to

Environmental Health Manager

### Supervises

None

### Position Category

Coordinator

### Summary

Serves as a coordinator of the environmental health food program and acts as an expert resource to other sanitarians. This position inspects commercial, residential, and public locations in the County to enforce Federal, State and County sanitation and environmental health laws to safeguard the public health using the FDA Food Code and Michigan Food Law. Serves as the Michigan Department of Agriculture and Rural Development (MDARD) Standardized Trainer for the County.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position acts as a coach and mentor for other positions in the department.

1. Evaluates food service establishments for compliance with Michigan Food Law and Food Code. Conducts routine and follow up inspections to determine compliance based on State Standardized Training requirements. Follows through with enforcement when facility is non-compliant.
2. Data entry on reports, changes in facility information, fees updates, licensing reviews. Maintain software database for Food Service Program. Coordinate all billing and ensure all fees are accurate.
3. Assess work assignments of staff, determine workload balance and manage monthly frequency of inspections. Train and evaluate staff based on State standard and minimum program requirements.
4. Development of Policies and Procedures as determined by the Minimum Program Requirements of Michigan Department of Agriculture and Rural Development ensuring compliancy.
5. Inspections for specialized food service operations - temporary food operations, special transitory food units, and vending locations.

6. Plan reviews and approvals for proposed or remodels food service establishments or special transitory food units.
7. Assists the public with their complaints and questions regarding sanitation and environmental health matters.
8. Investigates food service complaints regarding improper food service practices, suspected food-borne illness outbreaks or adulterated food.
9. Serves as the coordinator of the environmental food health program and acts as an expert resource to other sanitarians.
10. Submits MDARD required quarterly and annual reports in addition to accreditation while meeting all Minimum Program Requirements (MPR).
11. Develops trainings and educational material for food service personnel.
12. Oversees and performs inspections, plan reviews, complaint investigations and education for the Body Art Program.
13. Submits MDHHS required quarterly and annual reports for Body Art Program.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Technology
- Organization
- The 10 Essential Public Health Services
- Public Health Core Competencies
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job works outside in various types of weather conditions. May be exposed to environmental hazards during the course of investigations. Works with hostile individuals during the course of investigative/enforcement functions.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about

the work environment and operate a computer. The ability to squat, stoop, crawl, reach overhead, lift, push and pull are all required.

**Travel**

Travel is required throughout the county to conduct inspections.

**Required Education and Experience**

1. Bachelor’s degree in Environmental Health with emphasis on environmental sciences and biology.
2. Five (5) years’ experience in direct field services in the inspection of food service establishments.
3. Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS) or equivalent.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_