

**BELL COUNTY PUBLIC HEALTH DISTRICT  
RETAIL FOOD SANITARIAN/HEALTH INSPECTOR  
JOB DESCRIPTION**

**Position Title and Classification: Sanitarian /Health Inspector**

**GENERAL DESCRIPTION**

Performs general functions/duties as a sanitarian/health inspector for the Retail Food Division (RFD).

**ESSENTIAL FUNCTIONS**

Provides information and services associated with retail food sanitation issues in Bell County and Cities within Bell County

Educates the public concerning food safety and sanitation issues

Enforces the current and applicable rules/regulations in facilities under the jurisdiction of the Health District as it pertains to retail food sanitation and safety

Performs regulated inspections Food Service Establishments, Schools, Foster Homes, Day Cares, or other qualified inspections

Investigate complaints associated within the scope of RFD responsibilities

Obtain and maintain required/recommended state certification for job duties

Attend continued educations associated with job responsibilities

Assist office staff as necessary to supplement proper functioning of division. Be familiar with basic office operation. Assist in office operation as necessary

Assist, as directed by Retail Food Division Director/Assistant Director or Health District Director, other departments within the Health District for special needs (Nursing, WIC, PHEP, Administration) within the context of job knowledge and skills

Assist and, as necessary, perform other functions as may be required toward the success of RFD/Health District goals toward public health. This may entail tasks that are not specific to expertise, but will not exceed capabilities.

**KNOWLEDGE, SKILLS AND ABILITIES KNOWLEDGE, SKILLS AND ABILITIES**

Must be well versed and knowledgeable in the laws, rules, and regulations that dictate the conduct of inspections and duties of the Retail Food Sanitation Division and other mutual duties for other division or entities as previously described.

If capable, be Registered Sanitarian certification licensed to practice in the State of Texas and exhibit the knowledge indicated with that certification through job performance (National certification such as REHS can substitute for this requirement)

Must have competent communication skills. (Written and verbal)

Must have competent reading comprehension skills to allow for accurate interpretation of laws and other information that may shape the conduct of inspections in the environmental and retail food industry.

Must have competent organizational skills; be proficient in time management, and capable of translating these skills into job performance that allows for accomplishment of tasks/duties within the Retail Food Sanitation Division.

Must be physically capable of performing the duties and responsibilities necessary to allow for accomplishment of the requirements of the position.

Must have the ability to work autonomously in various settings.

Ability to multitask and work as a team player.

### **MINIMUM QUALIFICATIONS**

Registered Sanitarian in the State of Texas or national certification (REHS) if possible.

Must have own transportation as a backup.

Knowledge/use of Access, Word, Excel, SAFE.

Competent organizational and time management skills.

Competent communication skills – written, oral, and public relations.