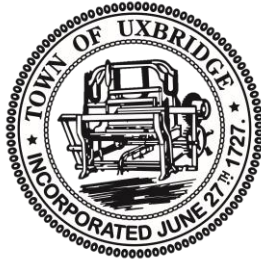


*Michael Morrisette, Chairman
Dr. David Tapscott, Vice Chair
Dr. Joann Lindenmayer, Member
Nancy Centrella, Administrative Assistant
Dr. Kristin Black, Health Director*



**TOWN OF UXBRIDGE
BOARD OF HEALTH**
21 South Main Street, Room 204
Uxbridge, MA 01569
508-278-8600 ext. 8
boh@uxbridge-ma.gov

NOTICE

POSTED: 6/29/2020

NOTICE: PART-TIME JOB OPENING (AVERAGE 8 HOURS/WEEK)
HOURS FLEXIBLE
OCCASSIONAL EVENINGS

CLASSIFICATION: FOOD INSPECTOR

SALARY: DEPENDENT ON QUALIFICATIONS

DIVISION: BOARD OF HEALTH

REQUIREMENTS: PER ATTACHED JOB DESCRIPTION

AVAILABLE: JULY 1, 2020

APPOINTING AUTHORITY: BOARD OF HEALTH

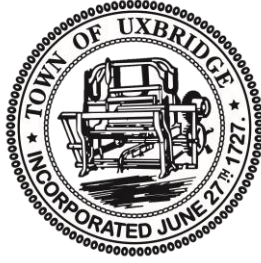
All interested qualified candidates should submit a Town of Uxbridge application, letter of interest, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Review of resumes will commence immediately and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, DPW, COA, Police Station

This position will be posted for a minimum of 10 business days.

The Town of Uxbridge is an Equal Opportunity Employer

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Job Title: Food Inspector
Appointing Authority: Board of Health
Reports to: Health Agent/Health Director

Summary

Under the general supervision of the Health Agent/Health Director, the position primarily provides inspections of food establishments.

Essential Functions

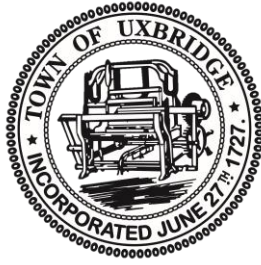
- Conduct inspections and re-inspections using of all new and existing food service establishments, including restaurants, retail stores, caterers, cafeterias, residential kitchens, schools, churches, fairs, carnivals, mobile food trucks and carts, and temporary food establishments, including inspections of food vendors at occasional special events outside of normal working hours
- Ensure compliance with all local, state, and federal codes, regulations, laws and by-laws pertaining to said inspections
- Perform plan review of proposals relating to new food service establishments
- Perform report preparation, inspection-related correspondence and office work associated with the position of Food Inspector
- Perform investigation of all food-borne illness complaints and follow-up regarding food recalls, embargo and destruction
- Respond to food complaints as directed
- Attend Board of Health meetings when requested to be a representative of the department
- Attend educational meetings, seminars and training programs necessary to remain current with new regulations and policy when directed by the Health Agent/Health Director
- Keep up with all current new food regulations through educational tools
- May provide additional inspections including tattoos, motel, body work, etc.
- Report all activities to the Board of Health and any additional agencies as required within 48 hours of any event
- Other office and field work as necessary

Minimum Qualifications

Experience & Knowledge

- A valid U.S. driver's license with reliable automobile to travel to establishments
- Allergen Awareness and ServSafe Manager certified
- 3+ years of experience with MA Food Code, Food Establishment Plan Review, HACCP, and/or food safety inspections preferred
- Use of FoodCode-Pro software preferred

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Food Inspector Job Description continued

Ability & Skills

- Must be able to work independently and in a team setting
- Strong sense of integrity
- Strong written, verbal and computer communication skills
- Coachable and positive attitude
- Desire to learn and grow in the food safety industry
- Personable and strong customer service skills
- Willingness to help the community through food safety

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. Light to moderate physical effort is required when conducting inspections. The employee must occasionally climb stairs and balance on uneven terrain, lift and/or move up to 20 pounds and bend/stoop in conducting inspections. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

Work Environment

The conditions of work include office work and field work. There can be exposure to a variety of weather conditions, adverse air quality, loud noise and infectious disease. Weekend and evening hours may be required to attend meetings or perform inspections. Use of personal vehicle is required.