

FOOD INSPECTION SUPERVISOR

KIND OF WORK

Supervisory work in the enforcement of state and federal laws and rules to promote uniform and effective inspections of all food and meat, and food and meat handlers within the State of Minnesota.

NATURE AND PURPOSE

Under administrative direction, an employee in this class is responsible for directing, supervising and training inspection personnel in the enforcement of state and federal laws and rules adopted by the Minnesota Department of Agriculture in order to promote uniform and effective inspections of all food and food handlers within the state. This employee may supervise a number of Food Inspector 1's, Food Inspector 2's, and Food Inspector 3's. The incumbent has the freedom to make decisions and to solve routine problems, recommends the appropriate penalty provision to the Program Supervisor or Food Inspection Assistant Director and, when appropriate, refers situations requiring an administrative decision to the Program Supervisor and Food Inspection Assistant Director. This employee also performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Review, prepare, instruct, train, and supervise inspection personnel to perform proper inspections of food handlers so that uniform inspection and enforcement of requirements are done to produce safe, wholesome food and food holding facilities.

Direct and supervise the day-to-day activities of Food Inspectors so that food establishments are operated in a proper, sanitary condition by reviewing the itineraries, activity reports and inspection reports of the inspectors and by assigning and evaluating performance.

Coordinate inspection activities with city, county, state, and federal agencies with similar duties so that duplication of effort by all agencies is reduced to a minimum producing a more thorough and uniform inspection program by making sure that inspections are coordinated with each agency with similar responsibilities and that copies of reports are shared between agencies.

Direct the regulatory actions of inspectors so that food establishments operate in compliance with state laws and rules by reviewing actions taken by the inspectors and taking further action as required.

Assist consumers and industry concerning state laws and rules so that consumers and food handlers are informed of the requirements necessary for food safety by ensuring that all inquiries and complaints are investigated and responded to.

Assist the Program Supervisor, Assistant Director and Director in policy making decisions for the division so that the division is operated in the most efficient manner by reviewing and recommending policy decisions and amendments to statutes, rules and state laws.

Coordinate inspections assigned by the Food and Drug Administration so that the terms of the contract are met. This is done by assigning the appropriate inspector and reviewing the inspection and determining if any further action is needed.

Coordinate state meat program inspections, custom meat inspections, USDC fish plant inspections, USDA egg surveillance inspections and school lunch program inspections under jurisdiction so that the terms of the contracts are met by assigning the appropriate inspector, reviewing performed inspections and determining if further action is needed.

Prepare for and give lectures to industry, consumers, schools, and conferences regarding laws, regulations and food handling safety.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Biological or physical sciences such as food science, animal science, meat science, or environmental health.

Applicable state laws and regulations relating to food and food safety.

Food processing and handling procedures of individual food handlers and establishments.

Department policies and procedures.

Skill in:

Effectively supervise people, train them and maintain uniformity in inspections.

Work with a broad spectrum of consumers, industry and academia.

Make decisions rapidly on sanitation problems, improper facilities and equipment and improper food handling technique.

Interpret complex laws, rules and regulations.

Ability to:

Recognize unacceptable sanitation, facilities, food handling procedures, fraud, false advertising, unsound practices, unwholesome foods, and employee practices.

Interact with staff, licensee, and the public in a professional manner.

Write legible, concise reports on assigned projects.

Evaluate trends and provide recommendations to division management on food inspection and enforcement activities.

Est.: 10/28/64

Rev.:

T.C.:

Former Title(s):