



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  Retail Food Inspector	<b>Opening Date:</b>  September 12, 2022	<b>Application Deadline:</b>  Open Until Filled	<b>Job Posting Number:</b>  220344
<b>Department:</b>  Environmental and Sanitation Services	<b>Starting Salary:</b>  \$19.00 – \$21.84 Hourly	<b>Location:</b>  Bastrop, Texas	<b>Travel:</b>  Within County and Region

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** The position is responsible for conducting inspections of food and retail food facilities, to insure compliance with state and county regulations; receives and reviews applications for food establishments; serves as the primary contact for retail food and care facilities; accountable for issuing food permits and preparing annual renewal billing for retail food and care facilities; ascertains that required licenses and permits have been obtained and are displayed; maintains data base for record keeping and reports of food complaints.

**General Knowledge, Skills, and Abilities:** Must possess the knowledge to be able to provide information and answer questions from the public about conducting inspections of food and retail food facilities; Must possess the skills necessary to synthesize diverse information; collect and research data; and design work flows and procedures. Must be able to identify and resolve problems in a timely manner; focus on solving conflicts; and maintain the confidentiality of the department at all times. Must possess the ability to speak clearly and concisely and to listen and get clarification when needed; and respond well to questions. Must be able to writes clearly and informatively; using proper grammar technique and display willingness to make decisions and exhibit sound and accurate judgment. Must be able to operate standard office equipment such as telephone, fax machine and copier. Must be able to respond to common inquiries or complaints from customers, regulatory agencies, or citizens of the County; prepare and present periodic training on technical and procedural topics; and be able to communicate and maintain highly complex and sensitive information concerning permits and the permitting process to department staff, the general public, and the regulatory community. Must be skilled in the use of a personal computer with proficiency in Microsoft Office including, Word, Excel, Access, Outlook and PowerPoint.

**Minimum Qualifications:** Must possess a high school diploma or equivalent, with college experience or technical training in related fields. Must have a minimum of five (5) years of experience in a related field; and must possess a valid Texas Driver's License. Candidate selected for this position must hold a Food Handlers Certification.

**Work Environment/Physical Requirements:** Work environment will be mostly outdoors with occasional office work. May be exposed to outside weather conditions; high and precarious places, fumes or airborne particles; and toxic or caustic chemicals, and vibrations. Physical requirements of the position include walking on rough terrain, and frequent standing, walking, sitting, bending, and kneeling. Must be able to occasionally lift and/or move up to 30 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

[http://www.co.bastrop.tx.us/uploads/documents/Revised\\_Bastrop\\_County\\_Application\\_fillable\\_version1.pdf](http://www.co.bastrop.tx.us/uploads/documents/Revised_Bastrop_County_Application_fillable_version1.pdf). A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602, OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Retail Food Inspector*

**Department:** Environmental & Sanitation Services (ESS)

**FLSA Status:** Non-Exempt

**Reports To:** Environmental and Sanitation Services Manager

**SUMMARY:** The position is responsible for conducting inspections of food and retail food facilities, to insure compliance with state and county regulations; receives and reviews applications for food establishments; serves as the primary contact for retail food and care facilities; accountable for issuing food permits and preparing annual renewal billing for retail food and care facilities; ascertains that required licenses and permits have been obtained and are displayed; maintains data base for record keeping and reports of food complaints.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Environmental and Sanitation Services Manager;

Exercises no supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Present a professional image as a representative of Bastrop County and the Environmental & Sanitation Services Department;
2. Receive and review applications for food establishments; serving as the primary contact for retail food and care facilities;
3. Conducts inspections of food establishments where food and/or retail food are sold for consumption and to enforce legal standards of health and sanitation;
4. Operate a variety of office equipment including telephone, fax machine, computer, copier, and other equipment related to duties;
5. Visits specified establishments to investigate sanitary conditions and health and hygiene habits of persons handling consumer products;
6. Accountable for issuing food permits and preparing annual renewal billing for retail food and care facilities; ascertains that required licenses and permits have been obtained and are displayed;
7. Oversees retail food/care facilities activities for compliance; assists in resolving public issues and concerns; prepare annual periodic outreach education programs to increase public health awareness;
8. Maintains and keeps count and control of food permits;
9. Maintains data base for record keeping and reports of food complaints;

10. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding payroll and benefits inquiries;
11. Provides exceptional customer service to County employees & the public, both in person and by phone;
12. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
13. Maintains confidentiality and security of all human resources information and systems;
14. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s).

**NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**Knowledge of:**

Rules and regulations related to conducting inspections of food and retail food facilities, to insure compliance with state and county regulations;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Basic auditing and accounting fundamentals;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Respond to common inquiries or complaints from customers, regulatory agencies, or citizens of the county, in English and/or Spanish;  
Make effective and persuasive speeches and presentations on different topics;  
Perform multiple tasks simultaneously in a timely manner;  
Record, and disseminate accurate information from telephone conversations and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 30 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Minimum of five (5) years in the retail food industry in an upper level supervisory position; or an equivalent combination of education, training and experience.

#### **Education:**

High School diploma or equivalent;

College, university, or technical training in related fields.

#### **Licensing:**

Possession of a valid Texas driver's license;

Possession of a valid food handler's certification.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

***This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.***