



City of Revere

- Job Title:** Health Code Food Inspector.
- Department:** Department of Municipal Inspections
- Hours:** Monday & Wednesday - 8:00 AM – 7:00 PM / Tuesday & Thursday - 8:00 AM – 5:00 PM
A 4-day work week pilot program is in test. City Offices are closed on Friday's. Employees on a 4-day work week are required to work 1 late night (Monday or Wednesday).
Monday – Thursday – 8:15 AM – 5:00 PM & Friday – 8:00 AM – 12:00 PM
(5 Day work week – hours are subject to change; some weekends and afternoons may be required based on operational needs).
- Salary:** \$28.51 (base) per hour, plus degree stipend, plus language stipend, plus travel allowance, phone allowance
plus, excellent benefits
- Contract:** Union position

THE CITY OF REVERE

The [City of Revere](#) is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in its team members' success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel that government is more responsive to their needs and concerns, an entity that they can trust and that is accountable.

DESCRIPTION:

The person in this position is primarily responsible for inspections of both residential and commercial properties to ensure that they are compliant with local and statewide health and sanitation codes. The position is also responsible for conducting routine inspections of and responding to complaints of food and beverage establishments in the City of Revere. Inspections include, but are not limited to food preparation, production, storage, sale and retail businesses distribution establishments, schools, and other facility and/or site inspections for conformance to and violations of accepted State health regulations.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Performs a daily routine of exterior code enforcement inspections to ascertain compliance with applicable state and local laws, ordinances, and regulations.
- Maintains a professional posture when interacting with the public.
- Performs inspections to eliminate vermin and rodents.
- Patrols assigned geographic sections to look for code violations.
- Conducts inspections of food service establishments, food carts, food trucks, bakeries, supermarkets, churches, schools, and other retail, wholesale, or commercial food preparation kitchens, etc., for compliance with established health and sanitary regulations, ordinances, and codes.
- Ensures that sanitary and health codes are adhered to, and issues citations or orders to correct for noncompliance to established state health codes and municipal regulations.
- Recommend facility or activity suspension or closure for serious violations.
- Checks dumpsters, storage areas, grease traps, and surroundings for improper or excessive refuse disposal, improper cleanliness, and care
- Investigates and/or follows up on reports of public health, welfare and safety complaints, food illnesses, noxious odors, animal and insect infestations, and septic problems.
- Appears at administrative hearings and court proceedings and provides expert testimony if needed.
- Attends and participates in staff, department and other meetings and hearings.
- Serves on assigned committees.
- Maintains required contacts to keep abreast of developments within field or areas of interest; liaises with community and other groups.
- Supports other related functions for the health department, including conducting other types of inspections performed by the Department.
- Maintains comprehensive records of all inspection results, utilizing the electronic tools available for maximum documentation and reporting.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Due to constant interactions with the public, a high level of customer service is a must.
- Revere residency strongly preferred.
- At least three (3) years of experience in public health, working with food preparation regulations, restaurants, or related field.
- Must possess a valid Massachusetts driver's license.
- Bachelor's degree preferred.
- Must possess or obtain within one year of employment Serv Safe Certification, Massachusetts Allergy Certificate and Pool Operator Certification

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Proficiency with Microsoft office suite of products (Excel/Word/Outlook) is required.
- Some knowledge of Food Inspector / Housing Inspector Software (Food Code Pro)
- Knowledge of laws, rules, and regulations pertaining to public health as well as current inspection and control procedures
- Knowledge of and ability to review plans.

Abilities:

- Ability to obtain any certification/licensure that may be deemed necessary by state or local code, e.g., Serv Safe
- Ability to work independently with minimal supervision.
- Ability to interact effectively with coworkers, the public and various customers, both internally and externally
- Able to understand and explain procedures and regulations.
- Ability to work efficiently on both desktop and tablet applications.
- Ability to learn and absorb new information quickly.
- Ability to deescalate tense interactions.
- Ability to understand, interpret and apply federal, state, and local regulations.
- Ability to be self-motivated and work independently.

Skills:

- Skilled at developing and maintaining interpersonal relationships.
- Strong verbal and written communication skills.
- Possesses strong time management and organizational skills.

PHYSICAL ENVIRONMENT

Work is performed primarily outside sometimes during inclement weather (including but not limited to rain, snow, sleet, and heat). Must occasionally work near moving and heavy traffic. Work frequently involves dealing with difficult people in high pressure and or conflict situations. The work environment characteristics described herein are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law. The listed terms, conditions and offers aren't contractual bindings.

Interested candidates should apply via the City's [Online Application Portal](#). Applications are due June 9th, 2023.

Apply Online