



JOB DESCRIPTION

CENTRAL VALLEY HEALTH DISTRICT

Finance and Human Resources Department

CVHD 100-12 (06/2026)

FOOD SAFETY SPECIALIST

Report to: Director of Environmental Health

Supervisor to: None

FLSA Status: Non-Exempt

Salary Grade: 18

POSITION DESCRIPTION:

Provide food safety environmental health services throughout the assigned service area. Responsibilities include inspections, enforcement of health and sanitation regulations, complaint investigations, education, consultation, and other activities that support the prevention of disease and protection of public health.

POSITION SCOPE OF ROLE:

To perform this role successfully, an individual must be able to:

- Fulfill assigned duties & responsibilities independently and as part of a team.
- Demonstrate sound judgment, ethical practice, and commitment to public health principles.
- Maintain compliance with federal, state, and local public health laws, regulations, and professional standards.
- Adapt to changing community health needs and emerging public health issues.

ESSENTIAL DUTIES & RESPONSIBILITIES:

POSITION SPECIFIC

- Conduct routine, follow-up, complaint, and pre-operational food service inspections; enforce applicable food safety, health, and sanitation laws, regulations, and codes.
- Investigate complaints, foodborne illness reports, and other public health concerns; assist with epidemiological investigations, outbreak response, and disease control activities.
- Provide education, consultation, and technical assistance to regulated entities and the public regarding food safety and environmental health requirements.
- Assist with environmental health programs and services as assigned.
- Maintain accurate records, documentation, and reports within the Environmental Health Department record system and submit required reports to the Director of Environmental Health.

ALL STAFF

- Provide accurate, culturally appropriate public health information to individuals, families, and groups.
- Communicate courteously and professionally with clients, colleagues, and community partners.
- Engage in ongoing professional development and apply quality improvement and performance management principles to enhance services.
- Attend staff meetings; if absent, review meeting minutes to remain informed.
- Adhere to Central Valley Health District (CVHD) policies, procedures, and operational guidelines.
- Protect the confidentiality and privacy of clients and families in accordance with HIPAA, professional standards, and applicable laws.
- Participate in public health emergency preparedness and response activities, including training, exercises, and assigned duties.
- Perform other duties as assigned to support CVHD's mission and goals.

SPECIAL ASSIGNMENTS:

- Food Service Program

MINIMUM QUALIFICATIONS:**Education, Licensure, Certifications, Experience****Education****Option 1 – Education Track**

- Bachelor's degree in an accredited environmental health or food science curriculum or a baccalaureate in physical, chemical, or biological sciences, including at least thirty semester hours or forty-five quarter credits in a physical, chemical, or 2 biological science, or a degree beyond baccalaureate in environmental health or in a physical, chemical, or biological science; OR
- Bachelor's degree with at least two years' experience in food protection; OR
- Bachelor's degree and possession of a NEHA REHS/RS credential

Option 2 – Experience Track

- Associate degree and four (4) years of progressively responsible food safety experience and successful passage of the certified professional food manager (CPFM), food safety managers certification examination (FSMCE), supersafe mark examination, or servsafe examination; OR
- High school diploma or equivalent and five (5) years of progressive experience in food-related work, and successful passage of the certified professional food manager (CPFM), food safety managers certification examination (FSMCE), supersafe mark examination, or servsafe examination

Licensure

- Current North Dakota Certified Professional – Food Safety credential, or ability to obtain certification upon hire.

Other Requirements

- A valid driver's license is required.

KNOWLEDGE, SKILLS, & ABILITIES:**POSITION SPECIFIC**

- Knowledge of food safety principles, foodborne illness prevention, and environmental health practices.
- Knowledge of applicable federal, state, and local food safety laws, regulations, and inspection procedures.
- Ability to conduct inspections, investigations, and regulatory enforcement activities.
- Ability to prepare accurate reports and maintain detailed records.

ALL STAFF

- Strong interpersonal, verbal, and written communication skills.
- Cultural competence with the ability to effectively engage diverse populations.
- Organizational and time management skills with ability to handle multiple priorities.
- Customer service and problem-solving skills with professionalism and empathy.
- Ability to work independently and collaboratively.
- Ability to establish and maintain effective relationships with clients, colleagues, and partners.

EQUIPMENT & TECHNOLOGY USE:

- Standard office equipment (computer, multi-line phone, copier, scanner).
- Microsoft Office applications.

EXPECTED CERTIFICATIONS REQUIRED TO COMPLETE UPON HIRE:

- Basic cardio-pulmonary resuscitation (CPR)
- Incident Command System (ICS) 100, 200, 700, and 800

WORK SCHEDULE & TRAVEL REQUIREMENTS:

- Standard hours: Monday – Friday during business hours, with occasional evenings or weekends as required.
- May include after-hours on-call responsibilities, extended shifts, nights, weekends, and emergency public health response activities as needed.
- Travel within CVHD’s service area (including Barnes, Dickey, Foster, LaMoure, Logan, McIntosh, Stutsman and Wells counties) is required. Overnight travel may be required.

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Primarily office-based with light physical demands, including lifting up to 25 pounds.
- Work in community settings may involve exposure to environmental conditions, infectious diseases, hazardous substances, communicable diseases, and other public health risks.
- Fieldwork may include exposure to weather extremes, unsafe conditions, and community environments.
- Employees may occasionally interact with individuals exhibiting challenging, atypical, or hostile behaviors and/or communication. Employees are expected to use appropriate de-escalation techniques, maintain professionalism, and prioritize safety in accordance with agency policy.

Agency Summary:

Central Valley Health District provides the Essential Public Health Services to achieve health equity and promote policies, systems, and community conditions that enable optimal health for all. We seek to remove systemic barriers such as poverty, racism, and discrimination.

As a politically neutral agency, CVHD is guided by evidence-based practice and the mission of Public Health: **to prevent, promote, and protect**. Staff are expected to uphold and represent these principles in all professional activities.

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all responsibilities, duties, and qualifications required.