Job Description

Post Title:	Food & Safety Officer
Service:	Mid Kent Environmental Health Service
Grade:	5
Responsible To:	Food & Safety Team Leader
Base Location:	Swale House, East Street, Sittingbourne, Kent – hybrid working

---

Job Summary: To promote, maintain and improve the public health of the whole community through advice, guidance and enforcement with particular emphasis on business premises across the partnership districts.

Based at the Sittingbourne office and working from home, the main areas of work are in food hygiene, health and safety at work and infectious disease control.

Main Activities:

1. To undertake food hygiene & health and safety interventions, inspections and investigations as part of the inspection programme, primarily in Swale and Maidstone but also across the Mid Kent partnership if occasionally required. All inspections, investigations documentation (to include database records) to be undertaken in accordance with Mid Kent Environmental Health Service procedures.

2. To provide information and guidance to assist businesses in complying with regulatory requirements and to take appropriate action in the event of non-compliance, including serving statutory notices and assisting in case preparation for legal proceedings.

3. To participate in initiatives and other projects with partner organisations in order to achieve corporate and service outcomes

4. To investigate complaints relating to public health or safety including, food, infectious diseases, and take appropriate action to secure statutory compliance and minimise risk to public health.

5. To investigate workplace incidents and take appropriate action to protect the health and safety of employees and others affected by work activities in line with competency.

6. To undertake duties within your competencies in other departments and/or at other locations in the event that a Business Continuity incident has occurred which disrupts the Council's ability to deliver its critical functions.

7. Contribute towards the continued improvement of service delivery within the Food & Safety Team. Implement best practice and improve service delivery as directed by the Team Leader.

8. To undertake such other relevant duties as may be requested by the Team leader or Environmental Health Manager.

9. Maintain continuing professional development to ensure ongoing competence to undertake the duties of the post.

10. To comply fully with Tunbridge Wells Borough Council's Equal Opportunity Policy

11. To participate as required in Maidstone, Swale and Tunbridge Wells Borough Councils Emergency Planning operations including undertaking training and exercising and carrying out service support functions in the Council's Emergency Control Centre.

12. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

13. To be aware of and have an understanding of the Council's Safeguarding Policy and corporate responsibilities in relation to the safeguarding of children and adults at risk.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.