# POSITION SUMMARY

This position performs entry-level field inspection for the Bureau of Meat and Poultry Businesses within the Division of Food and Recreational Safety. Duties include conducting ante and post-mortem inspection of food animals and poultry in official meat establishments, as well as verifying humane handling, sanitary dressing, zero tolerance and specified risk material (SRM) requirements. In addition, this position verifies the establishment’s sanitation standard operating procedures (SSOP), hazard analysis critical control point (HACCP) plans and pathogen reduction programs comply with regulatory requirements. Duties also include verifying formulations, labeling and net weight requirements as well as collecting samples.

The work includes providing education, consultation, and regulation to licensed meat establishments, while maintaining professional relationships. Work is performed under close supervision progressing to limited supervision. The impact of the work is to assure safe and wholesome food, properly labeled, for human consumption; this includes ensuring facilities follow their SSOP and HACCP plan, and other prerequisite programs, in an effort to prevent the distribution of adulterated or misbranded product and reduce the risk of foodborne disease.

**GOALS AND WORKER ACTIVITIES:**

**35% GOAL A**: **Performance of ante and post mortem (before and after death) inspection of meat animals and poultry.**

1. Know and understand effective humane handling practices for red meat animals. Review the establishment’s animal handling procedures to ensure regulatory compliance with animal handling and stunning. Review the good commercial practices associated with the appropriate handling of poultry.
2. Inspect animals when alive for any disease or abnormal condition that would cause them to be unsuitable for human food.
3. Pass healthy animals for slaughter and retain live animals suspected of being diseased for further ante-mortem examination by a veterinarian. Recognize unhealthy carcasses and/or conditions post-mortem and be able to explain findings verbally to the field veterinarian so they understand what is being observed.
4. Inspect animal heads, organs, and lymph glands for disease abnormalities. Palpate and incise organs and lymph glands; visually inspect cut surfaces. Know the names of the organs and lymph glands and be able to recognize healthy tissue from unhealthy tissue.
5. Ensure that all passed carcasses and parts are properly branded with the mark of inspection.
6. Condemn organs and parts which are not fit for human consumption and maintain under visual control until they are slashed, denatured and made unfit for human consumption.
7. Maintain control of animals condemned when they are unfit for human consumption and assure proper decharacterization.
8. Inspect the carcasses and parts of animals slaughtered without ante and post-mortem inspection (custom exempt) to ensure they are clean, not diseased and will not lead to contamination and/or unsanitary conditions in the establishment.
9. Basic knowledge of sanitary dressing procedures and intervention steps effective in reducing the incidence of *E. coli* O157:H7 and STECs on beef carcasses.
10. Knowledge of SRMs and ability to determine how SRMs are being handled and disposed of during the inspection process.

**20% GOAL B:** **Evaluation and verification of an establishment’s sanitation performance standards (SPS) and sanitation standard operating procedures (SSOP).**

1. Basic knowledge and understanding of facility regulatory requirements (9 CFR 416.2)
2. Basic knowledge and understanding of pathogenic bacteria and the types of cleaning chemicals and sanitizers that are effective in their destruction.
3. Conduct pre-operational and operational inspection to verify and evaluate the effectiveness of an establishment’s SSOP.
4. Review the establishment’s written SSOP to ensure the plan includes the necessary requirements and meets basic compliance.
5. Review establishment’s sanitation records to ensure the records accurately reflect the conditions observed in the establishment.
6. Observe establishment personnel performing sanitation procedures to ensure the SSOP is implemented as written.
7. Initiate regulatory action, including issuing a regulatory control action, when deficiencies are found in the actual facility or in the establishment’s written SSOP.
8. Document deficiencies found on a Non-Compliance Report.
9. Evaluate the effectiveness of establishment’s corrective and preventive actions.
10. Work with supervisor to initiate compliance action when repetitive deficiencies occur in accordance with established progressive compliance procedures.

**20% GOAL C:** **Evaluation and verification of an establishment’s HACCP plan.**

1. Basic knowledge and understanding of the Hazards Control Guide, which provides guidance on the biological, chemical, and physical hazards associated with the production of meat and poultry products.
2. Basic knowledge and understanding of the controls used to control, reduce or eliminate the biological hazards for each HACCP category.
3. Review and evaluate an establishment’s HACCP plan to determine if the plan contains the required components: list of hazards, critical control points, critical limits, monitoring procedures, corrective actions, recordkeeping system, verification tasks and frequencies. Determine basic compliance with regulatory requirements.
4. Conduct monitoring and verification tasks to ensure the establishment is complying with the written HACCP plan.
5. Document deficiencies found on a Non-Compliance Report.
6. Take appropriate regulatory action when deficiencies are found in the establishment or if the establishment is not following their HACCP plan.
7. Evaluate the appropriateness of establishment’s corrective and preventive actions.
8. Work with supervisor to initiate compliance action when repetitive deficiencies occur or falsification of records is observed in accordance with established progressive compliance procedures.

**10% GOAL D: Completion of work planning, administrative communication and on-going professional development.**

1. Conduct risk assessments in an establishment each inspection visit and organize work in a systematic and efficient manner, taking into account each HACCP category and the products produced within each category. This includes maintaining work records in a systematic and orderly manner, utilizing the PHIS system, along with other methods and technology.
2. Submit accurate time reports weekly. Submit mileage reports by the 5th of the following month. Submit expense reports in a timely manner, and no later than 60 days after the expense was incurred.
3. Review literature to remain current with rapidly changing technology trends in industry, emerging pathogens and regulatory updates.
4. Attend training as assigned for professional and personal development.
5. Respond promptly to communications from industry, public, other staff and management.
6. Implement and continually review the safety procedures to follow in each facility.
7. Maintain the in-establishment recordkeeping systems in an efficient manner following Bureau record retention expectations.

**10% GOAL E: Evaluation of an establishment’s labeling program**.

1. Basic knowledge and understanding of allergens and the importance of ingredient statement declaration.
2. Audit an establishment’s existing labeling materials to determine compliance with regulatory labeling requirements.
3. Discuss labeling concerns with Food Scientist-Adv and establishment management.
4. Document an NR when labeling noncompliance is observed.
5. Take appropriate regulatory action when necessary in accordance with established progressive compliance procedures.
6. Evaluate the appropriateness of establishment’s corrective and preventive actions.

**5% GOAL F: Perform, evaluate and document activities related to collection of samples and evaluation of sample results to control microbial hazards and ensure compliance with regulatory requirements.**

1. Basic knowledge and understanding of the Bureau’s sampling program and the pathogens of concern for each sampling category and the product being sampled.
2. Collect, secure and submit samples to the laboratory for analysis according to the Bureau’s procedures.
3. Review and analyze sample results.
4. Discuss sample results with establishment management.
5. Take appropriate action when sample results violate regulatory standards.
6. Evaluate the appropriateness of establishment’s response to violations.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Thorough knowledge of animal physiology and pathology is required to determine if an animal may be slaughtered and if abnormal animal carcasses or parts should be held for veterinary examination.
2. Thorough knowledge of bacteriology and microbiology of meat and poultry products is required to determine the wholesomeness of products.
3. Basic knowledge of sanitation and good manufacturing practices is required to evaluate the establishment’s systems.
4. Basic knowledge of the chemical, physical and biological hazards associated with the production of meat and poultry products is required to evaluate an establishment’s HACCP system.
5. Basic verbal and written skills and the ability to work closely and cooperatively with other people are required to communicate with establishment owners to discuss concerns and work toward solutions by listening, negotiating and problem solving.
6. Basic knowledge of the rules and regulations governing meat and poultry operations, including but not limited to Wis. Stats. chs. 93 and 97; Wis. Admin. Code ch. ATCP 55, and applicable regulations found in the Code of Federal Regulations as specified in 9 CFR Chapter III, Subchapters A and E.
7. Ability to evaluate and interpret data is needed to identify problems, discuss corrective actions and verify the production of wholesome food.
8. Basic knowledge of computers, cell phones, and other technology is needed to assist with assigned tasks and daily activities.
9. Knowledge of the inspection tasks defined in FSIS Directive 5000.1 and associated regulations, with basic knowledge of the Public Health Information System (PHIS) data collection system.
10. Basic knowledge of the Bureau’s enforcement and progressive compliance procedures.
11. Ability to work independently on a daily basis including planning work, conducting inspections, assessing conditions, applying policies/procedures and regulations, preparing reports and communicating with industry and the public.

**SPECIAL REQUIREMENTS**

1. A valid driver’s license or the ability to provide one’s own transportation for work purposes is required as a condition of employment. The employee will drive between inspection locations and may be required to spend time in overnight travel status (ability to stay overnight as needed 1 to 4 nights per week) on occasion.
2. Travel is required for approximately 90% of this position’s duties.
3. Travel and outdoor work are required 12 months of the year. Nearly all the work of this position will be in the field, which includes working in inclement weather and/or extreme temperatures.
4. The ability to work nights, weekends, holidays, and overtime as needed, including staying until the daily work is done or working additional shifts as assigned to maintain Bureau staff requirements.

**PHYSICAL DEMANDS**

The work requires standing for prolonged periods of time, often on wet or uneven floors, and the ability to walk, bend, squat and lift up to 50 lbs. An inspector is required to perform constant and repetitive motions with both hands and wrists. Viscera inspection activities require the inspector to palpate and slice organs while standing. Rapid hand and arm motions are required. Accurate color vision is essential to allow the inspector to notice subtle shades of product color and to make appropriate product acceptability decisions. The inspector may be required to work with hands immersed in water. The ability to use sight and hearing to observe physical environment for hazards as well as hearing conversational voice in order to communicate effectively with supervisors and workers is required in this environment. In addition, the work requires the ability to detect product abnormalities through smell.

**WORKING ENVIRONMENT**

The work is performed in meat and poultry slaughter and processing establishments, food processing establishments and some retail operations. Inspectors perform ante and post-mortem inspection of food animals and poultry, and processing inspection of meat products made with meat and poultry. This inspection activity is performed in a noisy environment in which large, moving machinery is present and cannot be stopped instantaneously. The inspector stands on slippery and uneven floors with a sharp steel knife or hook in hand to perform the majority of the post-mortem inspection activities. The inspector may be required to stand on elevated platforms above the concrete floor while performing the inspection of slaughtered animal carcasses and parts. Water of 180 degrees Fahrenheit and high voltage electrical devices are in the inspector’s proximity. Various atmospheric conditions ranging from excessive cold to damp, dry and extreme humidity may be found throughout the environment. The work environment for processing inspection involves walking on concrete floors in refrigerated coolers and freezers. Employees are at times confronted with angry establishment personnel.

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