



Trainee Food Safety Practitioner

Post number: EHS037

Grade: Scale 5

Date: June 2025

Service area: Environmental Health - Commercial Team

Reports to: Senior Environmental Health Officer

Job profile

Purpose

The focus of the role will be inspections. You will be expected to discuss issues that do not meet a minimum legal standard and evaluate varying solutions either on site, or remotely. With the small business culture prevalent within the district firms don't have ready access to in house advice, and therefore our input is crucial. This can be related to food safety or health and safety. Issues that can be raised are "no hot water" or a pest infestation that require a judgement on the immediate viability of a business

Main duties and responsibilities

1. To carry out inspections and interventions of all categories (C - E) of food premises and to take appropriate enforcement action in accordance with Council procedures and Food Safety Codes of Practice and Guidance.
2. To investigate complaints concerning the safety and fitness of food and the hygiene of food premises and to take appropriate action following their investigation in accordance with Council procedures and Food Safety Codes of Practice and guidance.
3. To investigate cases of food poisoning, food borne disease and infectious disease and to take appropriate follow-up action.
4. To undertake sampling of food and water supplies in accordance with sampling programmes and to support hygiene assessment and enforcement action. To initiate appropriate follow up action.



East Cambridgeshire District Council

5. To carry out inspections, interventions and campaign related work in workplaces where the Council is the Health and Safety Enforcing Authority in line with the National Local Authority Enforcement Code and other relevant guidance and to take appropriate enforcement action in line with team procedures.
6. To investigate complaints and reportable accidents concerning health, safety and welfare in workplaces where the Council is the Enforcing Authority. To take appropriate enforcement action in line with team procedures.
7. To carry out inspections of skin piercing premises and assess applications within the district for the issue and enforcement of a variety of registrations to ensure compliance with legislation, byelaws and infection control guidelines.
8. To provide specialist advice and guidance to members of the public, businesses and prospective businesses relating to food safety, health and safety and public health matters.
9. To ensure that businesses within the district are complying with Smoke Free legislation, and to take appropriate informal and formal action in line with Legislation and guidance.
10. To participate in health promotion initiatives, where possible.
11. To participate as required, in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
12. To carry out such other duties of a similar nature as may be required by the Senior Environmental Health Officers Senior Waste Management Officer and/or the Waste and Environmental Services Manager.

Special conditions

The post may require occasional work outside of normal office hours to meet the needs of the service. Time off in lieu will be given in recompense.

The post is a full-time permanent post (37 hours).

This is a politically restricted post.

Business Travel

Essential car user



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Holds a suitable qualification as defined in the Food Law Code of Practice for an Authorised Officer	Essential	Application
Full driving licence	Essential	Application
Meets the baseline competency requirements of the Food Law Code of Practice for an Authorised Officer	Desirable	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience of working accurately to timescales and under pressure	Essential	Application
Experience of dealing with the public, commercial businesses and professionals	Essential	Application
Experience in local government or in another relevant investigatory/ regulatory role	Desirable	Application



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Proven knowledge of Food Safety, Health and Safety, and/or Public Health legislation	Essential	Application
Ability to investigate complaints regarding food and health and safety	Essential	Application
Ability to take appropriate follow- up action, including preparing case reviews for enforcement options, serving notices, and progressing prosecutions	Desirable	Application
Proven knowledge of Microsoft Office Suite (including Word, Excel, Outlook)	Essential	Application
Understanding of principles of good customer service	Essential	Interview
Highly effective communication skills (written and verbal)	Essential	Interview
Skilled negotiator with a range of people at all levels and in a variety of organisations	Essential	Interview
Enthusiastic and committed to achieving the Council's objectives	Essential	Interview
Knowledge of Idox Uniform software	Desirable	Interview
Experience of presenting reports to committee or information to the public	Desirable	Interview
Mediation skills	Desirable	Interview
Physically capable of undertaking all duties associated with the role	Essential	Interview



Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Willing to be adaptable and flexible to meet the needs of the service	Essential	Interview
Able to respond positively to a diverse range of circumstances	Essential	Interview
Assertive and self-motivated	Essential	Interview
Ability to work as part of a team and on own initiative	Essential	Interview
Politically aware and customer focussed	Desirable	Interview
Good interpersonal skills to develop and maintain effective relationships	Essential	Interview