



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Specification

**Position Title:** FURTHER PROCESSING INSPECTOR  
**Job Code:** OPSEU - Agricultural Specialist 3, 60704  
**Job ID:** 17226

### Purpose of Position:

To conduct food safety and regulatory compliance inspections of 'freestanding meat plants licensed under the Food Safety Quality Act (FSQA). To provide ante and post mortem meat inspection duties to 'slaughter plants licensed under the FSQA and enforce the Act, Meat Regulation 31/05 and related legislation. To conduct food safety and regulatory compliance inspections of slaughter plants.

### Duties/Responsibilities:

1. Monitoring complex food processing operations such as canning, cooking, curing, smoking, fermenting and drying and a combination of these; carrying out on-site testing of product where warranted or collecting samples for laboratory investigations; advising operator on corrective actions when monitoring activities indicate that the process is uncontrolled; monitoring and evaluating HACCP systems; maintaining compliance to prescribed corrective actions through audits and regular inspections.
2. Assessing recipes, formulations, production, processing, packaging, preservation and storage methods of prepared meat products to ensure product safety by ensuring that prescribed meat product and labeling standards are met.
3. Evaluating process control systems put in place by operators of Meat Plants to ensure that hazards that might affect meat products are identified and controlled and that monitoring procedures, deviation procedures, verification procedures, recall procedures and records are sufficient to ensure compliance with the FSQA and the Meat Regulation 31/05.
4. Ensuring that Meat Plants have appropriate written maintenance, sanitation, pest control, employee Food Safety training/certification programs are implemented and effective.
5. Ensuring that a plants water treatment system meets the requirement of the Meat Regulation under the FSQA.
6. Conducting ante mortem inspection of live animals including cattle, hogs, poultry, small ruminants and exotic species according to established procedures, approving normal animals for slaughter and identifying and referring abnormal animals for veterinary consultation; recording observations on pathological and non-pathological conditions; enforcing humane handling practices.
7. Supervising slaughter of animals including ritual slaughter and sanitary dressing of carcasses and ensuring compliance with food safety and animal welfare legislation and good manufacturing principles.
8. Conducting post-mortem inspection of carcasses according to established procedures, approving normal carcasses for human consumption and identifying and referring abnormal carcasses for veterinary consultation; recording observations on pathological and non-pathological conditions.
9. Monitoring of post-slaughter operations including chilling, cutting and boning operations, harvesting of product for further processing, packaging, labeling and shipping of meat and meat products, ensuring compliance with food safety and other consumer protection legislation, Standards of Compliance, the National Meat and Poultry Code and branch policy.
10. Monitoring plant activities, conducting daily assessments of the plant, ensuring that practices for food handling and disposal of inedible/condemned material are safe and in compliance with legislation, Standards of Compliance, the National Meat and Poultry Code and branch policy for equipment operation, sanitation and temperature, vermin and chemical control, employee adherence to personal hygiene and operational procedures; conducting a preoperational inspection of the plant before slaughter operations commence.
11. Reviewing and evaluating operators records relating to various process control programs-on-farm health data, sanitation and pest control, time/temperature logs, pH, Aw, chlorine residuals and other prerequisite program measures; taking independent measurements to verify records on a random basis or according to a sampling plan; collecting samples for laboratory analysis according to a sampling plan.
12. Completing and maintaining a variety of electronic records and preparing electronic and paper

reports; participating in the electronic communication of information by regular uploads and downloads of information between the local computer and the central database; receiving and sending electronic email messages regularly; utilizing data to plan priorities for in plant inspection duties and corrective action follow ups.

13. Regularly collecting a variety of samples from animals, fresh meat, carcasses, products, water and the plant environment to test for disease agents, residues and contamination as part of baseline study, the monitoring or surveillance programs or to support veterinary diagnosis; carrying out random sampling within the plant according to study designs; packaging samples appropriately and arranging for shipment to the laboratory, completing electronic records of sampling activities and submitting samples electronically; identifying and holding carcasses and product where appropriate; receiving results of testing and disposition data and taking appropriate action on held product.

14. Conducting grading activities for various livestock commodities as required.

15. Monitoring and enforcing compliance with packaging and labeling requirements; monitoring and controlling the Inspection Legend at the plant according to branch policies and procedures.

16. Carrying out enforcement activities and preparing reports as assigned under other Acts such as the Dead Animal Disposal Act, the Livestock and Livestock Products Act, the Beef Cattle Marketing Act, the Farm Products Grades and Sales Act and Acts of other agencies such as the Ministry of the Environment. Support industry monitoring programs under the Farm Products Marketing Act and assist in communications to operators, producers and organizations at the plant level.

17. Carrying out training activities as assigned under the meat Inspection Field Placement training program and other training activities of Food Inspection Branch programs; evaluating and coaching trainees; monitoring progress of trainees through training activities and providing written assessment to the Area Manager for final evaluation.

18. Monitoring operators progress with corrective action plans related to the plant audit and reporting operators progress through electronic reports.

19. Providing documentation, reports and statements for hearings, investigations and other compliance actions as may be taken by the Ministry.

#### **Knowledge:**

Thorough knowledge of further processing of meat products and related inspection/audit techniques is required. Knowledge of chemistry, microbiology, and other sciences as it relates to preserving, processing, production, packaging, storing, and delivering foods. Knowledge of raw materials, product formulations, labeling standards, food additives/ingredients, allergens and other food hazards, quality control methods and practices. Knowledge of Food Safety hazards, risks and their assessment. Knowledge of the principles and application of Hazard Analysis Critical Control Points (HACCP) in meat plants to advise meat plant operators on principles of HACCP and meat hygiene. Job requires knowledge of National Meat and Poultry Code and Regulations, Food and Drugs Act and its Regulations, Consumer Packaging and Labeling Act. Job requires knowledge of the (FSQA) and the Meat Regulation 31/05, Meat Inspection Policies and Procedures, humane animal handling practices and procedures, and supervise/monitor plant activities. Job requires knowledge of veterinary inspection procedures and knowledge of normal physiology of animals/carcasses to inspect animals/carcasses, detect abnormal conditions, identify extent of abnormality and direct handling of limited abnormalities, referring more extensive ones to veterinarian. Job also requires knowledge of sampling procedures and techniques including aseptic techniques to collect laboratory samples. Job requires knowledge of related legislation such as Beef Cattle Marketing Act, Dead Animal Disposal Act, Farm Products Grades and Sales Act. Livestock & Livestock Products Act, Livestock Community Sales Act and knowledge of Good Manufacturing Practices to assess whether plant operations are in compliance with applicable legislation and operational practices. Job requires knowledge of adult learning principles, in order to deliver training on the Meat Inspection Field Placement training program and other training activities; evaluating and coaching trainees, monitoring progress and providing written assessment to Area Manager to enable the industry to meet standards for facilities and products. Within designated authority, job requires knowledge of proper inspection protocols and enforcement techniques to inspect facilities to ensure compliance with legislation and regulations (e.g. Dead Animal Disposal Act). Job requires knowledge of computers and software to locate, adapt, manipulate and store data/information to be used for policy analysis/review, program evaluation, report generation and development.

#### **Staffing and Licensing Requirements:**

Ability to travel extensively to areas where public transportation is not available.

#### **Skills:**

Job requires reasoning and problem solving skills to inspect, assess Food Safety risks and hazards, production processes and monitor plant operations, observing and assessing conditions (sanitation, cleanliness, cooler temperature) against legislation, regulations and guidelines and determines compliance. Job identifies nature/seriousness of non-compliance situations and selects type of follow-up required, e.g. regulatory action, intervene in operations, negotiate with operator re corrective action(s), delay operations pending action, consult with manager/veterinarian. Job reviews inspection and audit action plans to assess whether required corrective actions have been taken. Job collects information on condition of products, carcasses and animals through own observation and use of standard and further processing inspection methods during processing and ante/post-mortem examinations, interprets observations, identifies extent of abnormalities. In instances of limited abnormalities, job selects from

among limited options (condemning viscera, trimming carcass), and refers instances of more extensive abnormalities to veterinarian. Job reviews non-ambulatory veterinary certificates and assesses compliance with policy/legislation, ensuring condition of animal(s) as described in certificate matches actual condition. Job conducts research when completing plant reports and developing inspection protocols by interviewing operators, workers, suppliers, rendering companies, and by consulting reference materials, standards and procedural manuals. Job assesses operator concerns/issues regarding deficiencies, methods, techniques, critical control points, hazards etc. and provides recommendations on ways to address the issues through corrective measures or other options. Job requires communication skills to provide information to clients regarding outcomes or application of legislation/regulations. Job requires verbal and written communication skills to provide technical advice. Job requires writing skills to carryout record-keeping and reporting procedures. Job requires communication skills to promote acceptance of procedures/outcomes, understanding of instructions and compliance with legislation when clarifying legislative requirements and acceptable practices to clients. Job is required to encourage compliance with all regulations to ensure safe product for public health. Job also requires interpersonal skills to deal with disputes, adversarial or confrontational situations which occur when clients perceived interests and meat inspection requirements conflict (e.g. when changes and expenditures are required to ensure operations comply with legislation/regulations, or when plant operations have to be delayed to achieve required level of sanitation/cleanliness). Job requires the ability to interpret, discuss and explain underlying principles of technology, legislation and policies related to the meat inspection industry. Job requires the ability to establish and maintain good professional relationships with clients and fellow workers. Job requires the ability to deliver training on the theories and principles of operating equipment to workers and industry personnel.

**Freedom of Action:**

Job requires working with minimal supervision, and working within the practices, policies, standards, and recognized methods and objectives of program, related to processing of meat. Job exercises latitude in making decisions in regard to determining effectiveness of inspection activities; education/training; and providing advice to clients individually or in groups. Job requires working within procedures, standards and policies defined in Meat Inspection Policies & Procedures Manual, and uses standard meat inspection methods to conduct further processing and ante/post mortem inspections. Job requires making decisions by: deciding which procedures in program manual apply and which alternative is appropriate in situations of non-compliance with standards and regulations, e.g. discuss with operators, consult with veterinarian/manager, delay operations or shut down plant. Work is reviewed as part of program delivery audit which assesses inspection services in relation to established and detailed standards and through normal performance review. Job refers unusual situations to manager for direction, such as meat or product samples packaged for shipment having been tampered with; and refers to veterinarian abnormalities in animals/carcasses (other than those where abnormality is of a limited nature) and refers to veterinarian instances of abnormal animal behaviour.