



THOMAS J. DART
SHERIFF

**SHERIFF'S OFFICE OF COOK COUNTY
PERSONNEL DEPARTMENT**

NOTICE OF JOB OPPORTUNITY

Job Title	Sanitarian Grade: 20
Minimum Qualifications	<i>See Attached</i> Application Deadline: September 8, 2010 Documentation Deadline: <i>If contacted for an interview you will be required to present a copy of your Bachelor's Degree, a copy of your current registration as a Sanitarian in the State of Illinois or through the National Environmental Health Association, a valid Driver's License and proof of insurance.</i>
Starting Salary	\$25.330 Hourly
Location of Position	Cook County Department of Corrections 2700 South California Chicago, IL 60608
Duties	See Attached
Application Period	August 25, 2010 – September 8, 2010

If interested in this position, please apply online at the Cook County Sheriff's Office website, www.cookcountysheriff.org. Please note that you can only apply for this position online and you must have a valid e-mail address to apply.

For more information on this position, please contact:

Cook County Sheriff's Personnel Department

Richard J. Daley Center
50 West Washington, Room 702
Chicago, IL 60602
(312)603-4521
Office Hours:
Monday through Friday
8:30 a.m. to 4:30 p.m.

The Cook County Sheriff Office is an Equal Opportunity Employer. The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.

*Rosemarie M. Nolan, Director
Sheriff's Personnel Department*

*Salvador Godinez, Executive Director
Cook County Department of Corrections*

COOK COUNTY SHERIFF'S OFFICE



Job Code: 2028
Job Title: Sanitarian
Salary Grade: 20
Department: Cook County Department of Corrections

Characteristics of the Position

General Overview

Under the supervision of the Executive Director/Designee, plans, develops and executes institutional Environmental Health Programs. Assure conformance to applicable Federal and State of Illinois regulations for Jails including food service, pest control, housing, sanitation, laundry, recreation areas, ventilation, water, wastewater, plumbing, solid and liquid waste, biomedical and hazardous waste and facility maintenance. Review plans, blueprints, and specifications for construction of new facilities or renovation of existing structures to assure conformance with applicable correction standards, law and regulations. Investigates and resolves complaints of violations of regulations and jail policies as they pertain to environmental health. In conjunction with Cermak Health provider medical staff, conduct epidemiological investigations and provide recommendations regarding communicable diseases.

Key Responsibilities and Duties

Inspects and evaluates all facilities at the Cook County Department of Corrections having public health significance including food service, laundry, housing units, recreational areas, and medical facilities.

Monitors and assess housekeeping and maintenance chemicals and supplies including ready accessibility of MSD's appropriate labeling and use of chemicals used throughout the facility.

Inspects all food service facilities including preparation, handling, transportation, and service of all food provided to inmate and staff for cleanliness, proper food handling practices and compliance with FDA and Illinois Food Safety rules and regulations. Reviews the department's Dietician Reports and coordinates with the Dietician to ensure substantial compliance with Food Service and Sanitation.

Provide oversight by reviewing and evaluating in-house inspections made by others as they relate to Environmental Health, Fire and Life Safety. They include housing unit sanitation inspections, food service inspections, e.g. food temperature logs, refrigeration temperatures, HACCP monitoring, preventive maintenance records, life safety equipment, fire safety and emergency preparedness, etc. The purpose of these inspections is to identify any serious issues that need immediate attention and to ensure that they are being addressed between inspections.

As the CCDOC's primary liaison with external agencies including local/state health department, Department of Corrections, city/state fire marshal etc, review and evaluate inspections of outside agencies.

Knowledge, Skills, Abilities

Extensive working knowledge of the materials, methods and practices essential to the sanitation of the facilities. Familiarity with the operations and maintenance of electrical, mechanical and manual cleaning equipment and other household cleaning supplies.

Ability to orient, instruct and train employees on good sanitation practices and procedures and Material Safety Data (MSD) Sheets.

Ability to write clear, concise, comprehensible reports that contain proper grammar and spelling.

Writing skills test that demonstrates the ability to compose clear, understandable reports that exhibits proper grammar and proficiency in spelling.

Position involves considerable standing, walking, lifting, pushing and other types of physical exertions.

Knowledge of prevention and control of preventable diseases, occupational safety, food safety regulations, HVAC systems, institutional sanitation, laundry systems, biomedical and hazardous waste.

Must be able to perform physical activities such as but not limited to, walking great distances over uneven terrain to inspect and assess building sites, lifting up to fifty (50) pounds of equipment and walking over uneven terrain, ability to climb up and down ladders and stairs to gain access to heating and ventilation systems, basements, crawl spaces and attics.

Ability to bend, stoop, kneel and inspect food service operations, construction sites, and other locations.

Operates typewriter or computer word processing program to compose, from source documents, a variety of standard format letters, labels, columns and tables, business records; transcribes materials and checks grammar, spelling and punctuation.

Skill and proficiency in the use of basic office equipment, keyboard as applied to the operation of typewriters and computer systems and software may be required, based on area of assignment.

Ability to apply basic mathematic skills in performing routine calculations, such as figuring totals, percentages and extensions to verify quantities of goods received and to maintain inventories.

Ability to identify and maintain files and records, according to various methods.

Good communication skills, ability to convey information and explain or describe basic Sanitation policy and procedure to others in person or by telephone; ability to receive, understand and respond to routine

Minimum Qualifications

inquires and information offered by patrons, clients, staff and visitors.

Possession of a Bachelor's Degree in Environmental Health, Engineering or related field.

Minimum three (3) years experience working as a Sanitarian within the last five (5) years.

Possession of a current registration as a Sanitarian in the State of Illinois or through the National Environmental Health Association.

Possession of a valid Driver's License and proof of insurance.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.