

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Meat Inspector

Definition

Under general supervision, inspects locker plants, small packing plants, and any other establishment in which animals are slaughtered and/or processed for resale to the public to insure compliance with the Iowa Meat and Poultry Inspection Act; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Inspects food products and processing procedures to determine whether products are safe to eat.

Examines permits, licenses, applications, and records to ensure compliance with licensing requirements.

Assists new establishments in complying with regulations by performing site visits, reviewing written programs, discussing regulatory requirements and providing feedback.

Assists current establishments in complying with changes to policy and programs by explaining nature of changes, timelines, and guidance for implementation.

Maintain documentation of compliance activities, such as complaints received or investigation outcomes. Prepare written, oral, tabular, and graphic reports summarizing requirements and regulations, including enforcement and chain of custody documentation.

Identify compliance issues that require follow-up or investigation. Determine the nature of code violations and actions to be taken, and issue written notices of violation; participate in enforcement hearings as necessary.

Maintains organized records and plant files documenting inspection results, sample results, communications with establishment management and other pertinent information.

Inspects the ante- and post-mortem condition of livestock by palpating or incising the glands and organs of carcasses and observing the general livestock or carcass condition for evidence of contamination, disease or abnormal condition.

Inspects cleanliness of sinks, blades, saws, coolers, etc., use of proper cleaning compounds, maintenance of proper temperatures in sterilizers, coolers and freezers.

Observes slaughtering process by watching stunning, bleeding, skinning, evisceration, trimming and washing procedures.

Inspects processing operations by reviewing cooking procedures, calculating the amount of water or restricted ingredients, looking for improper ingredients and the accuracy/legibility of labels, brands and stamps.

Inspects water and drainage systems for proper operation, reviewing pest control programs and looking for pests, watching disposal procedures of condemned and inedible products, and checking walls, floors and ceilings in storage areas, dock areas, etc. for cleanliness.

Observes personnel to see that head covers are worn, hands and garments are clean, hands are free of sores or infection, and proper procedures are followed in taking breaks, using equipment, and handling carcasses and meat.

Retains product or rejects equipment as necessary to prevent product injurious to health from entering commerce.

Writes reports of findings, violations, deficiencies, and recommendations in a narrative format or by completing appropriate forms.

Discusses inspection results with managers.

Participates in further enforcement actions as necessary, including enforcement hearings.

Successfully completes initial entry training and completes specific additional training as necessary and directed to grow knowledge base and enhance performance of job duties.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Production and Processing – Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from high school, GED, or equivalency, and experience equal to two years of full-time work in livestock or poultry slaughter, processing, or marketing; meat and poultry inspection; or other food-related industry or regulatory work.
- 2) Thirty semester hours of education from an accredited college or university with a minimum of six semester hours in any of the following major areas: veterinary medicine, animal husbandry, animal science, agricultural business, livestock management, zoology, biology, or a closely-related major.

Notes

All of the following must be successfully completed within one year of employment:

- USDA or approved equivalent courses in livestock slaughter and inspection methods.
- An introductory HACCP course approved by the International HACCP Alliance.
- The USDA poultry course or equivalent for inspectors with poultry inspection duties.

Effective date: 11/23 KC