

State Manufactured Food Student Internship Job Description

Description: The {Agency Name & Food Safety Program/Division} has the benefit of incorporating internship support to the division's duties at the {office name/location}.

Students are afforded the opportunity to gain career-level experience while providing direct assistance to several of the division's staff, with primary support being to the Manufactured Food program. Interns are not looked at as part time help; rather, they are treated as equal employees within the program, and a high level of expectation is set for their role during the tenure of the position.

Interns support routine, ongoing and special activities during their tenure in a mutually beneficial experience. Tasks may include training and outreach coordination, tracking and documentation; recall or consumer complaint tracking and documentation; development and updating of standard operating policies and procedures; and additional general office duties as needed. The internship provides students with field experience, as they shadow inspectors on inspections focused on manufactured food processors, dairy and seafood operations, and retail firms. This allows them to understand the regulatory work from the administrative side, and then see how these are applied on a practical level in the field. The students become ambassadors for the agency, for food safety, and receive basic online training to supplement what they are seeing inspectors doing within the establishments.

Job Duties:

- *(Optional): Consider including details here for a special project within the program for the summer; that can be completed partially or fully during the intern's tenure. This can also be a joint project with several agencies involved (could be with partner agencies in the same state, or a collaborative manufactured food or RRT-related project that interns can work together on in multiple states).*
- Support critical tasks for the program and gain **administrative experience** of the state's food safety manufactured food regulatory program, such as:
 - Draft/update/edit standard operating procedures, policies and memorandums of understanding.
 - Track and document activities (such as complaints, recalls, outreach events, response activities, etc.).
 - Conduct general office support duties, such as making copies, filing documents, organizing materials, generating forms or surveys and analyzing results/data, and other tasks as assigned.
 - Complete online training courses, to include general education courses for food safety {add in any additional details here}.
- Gain **field-level experience** of the state's food safety manufactured food regulatory program:
 - Shadow inspectors during manufactured food inspections, dairy or seafood operations, and/or meat processing inspections and retail firms {add in any additional details here about what type of regulatory activities the intern may be able to shadow}.
 - If additional inspections of a firm are required, an intern may go back out to participate in any follow-ups in a shadowing capacity.
 - If the need/opportunity arises during the duration of the internship, the intern may be able to participate in a formal investigation of food processing facilities and conduct environmental sampling support.
 - Shadow in the Food Lab (if applicable) to watch and support the process of samples from the field being received and tested. Run samples from the field to the lab as needed, following proper chain of command protocols.

- **Develop and disseminate communication** for the program, including:
 - Designing electronic newsletters or other routine communication;
 - Designing surveys, including collection and summary of data;
 - Creating and scheduling internal/external meetings, calls, email correspondence, etc.;
 - Reviewing and updating website content for the agency's food safety-related webpages;
 - Assisting with engagement of agency social media accounts by finding relevant food-safety web links, writing and sharing draft content for the agency's platforms (if applicable, could include Twitter, Facebook, Instagram, etc.); and
 - Developing and/or editing and/or updating flyers/handouts, PowerPoint presentations, articles, blogs, newsletters, or other materials used for both internal and external outreach.

- Assist the **Rapid Response Team (RRT)** Coordinator on program deliverables, including:
 - Supporting the writing and publication of an article/blog post highlighting a food emergency response/activity;
 - Developing an annual poster highlighting an outbreak response, innovative project, or RRT exercise (can be used for the National RRT meeting's poster requirement);
 - Developing and updating emergency response plans and foodborne illness outbreak standard operating procedures and related documents; and
 - Other projects as initiated by the RRT coordinator.

- Support event-planning activities and attend relevant meetings related to the program. This includes future or ongoing conferences, trainings, or other events (either virtual or face-to-face). Summer interns will generally be invited to support *{including anything here that routinely happens in the summer that they could be looped into; could be outreach for a fair or expo, a Food Protection Task Force meeting, RRT meeting, internal training or any other related events}*. There may be opportunities to assist with other events in other divisions/programs.