

Person in Charge Fact Sheet

Each food establishment is required to have one Person in Charge (PIC) present during all hours of operation. The Person in Charge is an employee that has the responsibility to oversee operations of a food establishment and its employees.

The Person in Charge is responsible to ensure that:

- Food operations are not conducted in a private home or in sleeping quarters
- Unnecessary persons are not allowed in food preparation areas
- Visitors comply with regulations (example: delivery drivers and maintenance personnel)
- Employees are properly washing hands
- Food received is from approved source and unadulterated (during operating and non-operating hours)
- Food is properly cooked
- Food is properly cooled
- Food held hot and cold at proper temperatures and monitored
- Consumer advisory is posted
- Dishes and utensils are properly sanitized
- Only clean tableware is used
- Cross-contamination is prevented
- Employees understand food allergens
- Employees report foodborne illnesses
- Food safety procedures are written and followed, if required

A Person in Charge must have knowledge of food safety relating to their food operations by:

- Describing foodborne illness, foodborne illness symptoms, and personal hygiene
- Explaining duties of the Person in Charge
- Explaining time/temperature control for safety of food
- Explaining hazards of raw or undercooked meats
- Stating temperatures for cooking, cold holding, hot holding, cooling, and reheating
- Describing cross contamination, bare hand contact, handwashing, food allergens and symptoms
- Explaining the link between food safety and facility equipment
- Explaining cleaning and sanitizing
- Identifying water sources, toxic materials, and contamination protection
- Identifying critical control points and HACCP components
- Explaining duties of employees and the regulatory authority
- Explaining illness exclusion, restriction, and reporting requirements