

# PERSON IN CHARGE

The establishment must designate a person in charge and ensure that a person in charge is present during **all** hours of operation. **The 2022 Code requires that the Person in Charge be a Certified Food Protection Manager.**

**Category 3 facilities are currently exempt from CFPM requirements, but must meet all other PIC requirements.** The Person in Charge must be able to demonstrate knowledge of foodborne disease prevention, application of the HACCP principles, and the requirements of this Code. Demonstration of knowledge can be done in 3 ways:



- A. Complying with this code by having no violations of priority items during the current inspection;
- B. Being a certified food protection manager; or
- C. Responding correctly to the inspector's questions as they relate to the specific food operation. The areas of knowledge include:
  - a. describing the relationship between the prevention of foodborne disease and the personal hygiene of a food employee;
  - b. explaining the responsibility of the person in charge for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
  - c. describing the symptoms associated with the diseases that are transmissible through food;
  - d. explaining the significance of the relationship between maintaining the time and temperature of time/temperature control for safety food and the prevention of foodborne illness;
  - e. explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish;
  - f. stating the required food temperatures and times for safe cooking of time/temperature control for safety food including meat, poultry, eggs, and fish;
  - g. stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of time/temperature control for safety food;
  - h. describing the relationship between the prevention of foodborne illness and the management and control of the following: (a) cross contamination, (b) hand contact with ready-to-eat foods, (c) handwashing, and (d) maintaining the food establishment in a clean condition and in good repair;



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- i. describing foods identified as major food allergens and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction.
- j. explaining the relationship between food safety and providing equipment that is:  
(a) sufficient in number and capacity, and (b) properly designed, constructed, located, installed, operated, maintained, and cleaned;
- k. explaining correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment;
- l. identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;
- m. identifying poisonous or toxic materials in the food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to law;
- n. identifying critical control points in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this code;
- o. explaining the details of how the person in charge and food employees comply with the HACCP plan if a plan is required by the law, this code, or an agreement between the regulatory authority and the food establishment;
- p. explaining the responsibilities, rights, and authorities assigned by this code to the:  
(a) food employee, (b) conditional employee, (c) person in charge, (d) regulatory authority;
- q. explaining how the person in charge, food employees, and conditional employees comply with reporting responsibilities and exclusion or restriction of food employees.

**The Person in Charge is required to insure that**

- a) food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters
- b) persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or warewashing areas, except that brief visits and tours may be authorized by the person in charge if steps are taken to ensure that exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles are protected from contamination;
- c) employees and other persons such as delivery and maintenance persons and pesticide applicators entering the food preparation, food storage, and warewashing areas comply with this code;
- d) employees are effectively cleaning their hands, by routinely monitoring the employees' handwashing;
- e) employees are visibly observing foods as they are received to determine that they are from approved sources, delivered at the required temperatures, protected from

contamination, unadulterated, and accurately presented, by routinely monitoring the employees' observations and periodically evaluating foods upon their receipt;

- f) employees are verifying that foods delivered to the food establishment during non-operating hours are from approved sources and are placed into appropriate storage locations such that they are maintained at the required temperatures, protected from contamination, unadulterated, and accurately presented;
- g) employees are properly cooking time/temperature control for safety food, being particularly careful in cooking those foods known to cause severe foodborne illness and death, such as eggs and comminuted meats, through daily oversight of the employees' routine monitoring of the cooking temperatures using appropriate temperature measuring devices properly scaled and calibrated
- h) employees are using proper methods to rapidly cool time/temperature control for safety foods that are not held hot or are not for consumption within 4 hours, through daily oversight of the employees' routine monitoring of food temperatures during cooling;
- i) consumers who order raw; or partially cooked ready-to-eat foods of animal origin are informed that the food is not cooked sufficiently to ensure its safety;
- j) employees are properly sanitizing cleaned multiuse equipment and utensils before they are reused, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH,, temperature, and exposure time for chemical sanitizing;
- k) consumers are notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets
- l) employees are preventing cross-contamination of ready-to-eat food with bare hands by properly using suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment;
- m) employees are properly trained in food safety, including food allergy awareness, as it relates to their assigned duties;
- n) food employees and conditional employees are informed in a verifiable manner of their responsibility to report in accordance with law, to the person in charge, information about their health and activities as they relate to diseases that are transmissible through food,
- o) written procedures and plans, where specified by this code and as developed by the food establishment, are maintained and implemented as required