

Person in Charge

DESIGNATED PIC IS REQUIRED DURING ALL HOURS OF OPERATION

Demonstration of knowledge

During the inspection, the person in charge (PIC) must be able to demonstrate their knowledge of foodborne disease prevention. The PIC must know:

- How the following helps prevent foodborne illness:
 - Personal hygiene and handwashing
 - Preventing bare hand contact with ready-to-eat food
 - Time/temperature control for safety food (TCS) maintenance
 - Managing and controlling cross-contamination
 - Establishment maintenance
- How to prevent the transmission of foodborne disease by an employee who has a disease or infectious medical condition.
- The symptoms associated with foodborne diseases.
- The hazards involved in consuming raw or undercooked meat, poultry, eggs and fish.
- The required temperatures and times for TCS food during cold holding, hot holding, cooking, cooling, and reheating.
- The water source for the food establishment and how it is protected from backflow and cross connections.

- The major food allergens and the symptoms of an allergic reaction.
- How the establishment's approved equipment is sufficient to ensure food safety.
- Procedures for cleaning and sanitizing food-contact surfaces.
- How to identify toxic materials and ensure their safe storage, handling and disposal.
- How to identify critical control points from purchasing through sale or service, and steps to ensure the points are controlled.
- How the PIC and employees comply with the hazard analysis and critical control point (HACCP) plan, if a HACCP plan is required.

The PIC must be able to explain:

- The responsibilities of the PIC, employees and the regulatory authority.
- How the establishment complies with employee illness requirements, such as reporting, and exclusion or restriction.

Duties of the PIC

The PIC is responsible for ensuring safe food handling practices at all times. The PIC must ensure that:

- All employees understand employee illness reporting requirements.
- Ill employees are restricted or excluded as required.

- Employee handwashing is monitored.
- Employees prevent cross-contamination of ready-to-eat food from bare hands by using effective methods such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.
- Employees cold hold, cook, cool, reheat and hot hold TCS food to proper temperatures and for required times.
- Employees routinely monitor food temperatures and times.
- Employees use proper methods to sanitize food-contact surfaces.
- Employees monitor or verify that food is safely received from approved sources.
- Employees are properly trained in food safety, including food allergy awareness.
- A consumer advisory regarding the increased risks of consuming raw or partially cooked animal food is posted.
- Consumers who return to self-service areas such as salad bars are notified to use clean tableware.
- Food operations are not conducted in a private home or in sleeping quarters.
- Unnecessary persons are not allowed in food preparation, storage or warewashing areas.
- Visitors, such as delivery drivers, maintenance personnel or pesticide applicators, comply with food code requirements.
- Required written procedures and plans are maintained and followed.

Resources

[Minnesota Department of Health Food Business Safety](http://www.health.state.mn.us/foodbizsafety)
(www.health.state.mn.us/foodbizsafety)

Minnesota Department of Health
Food, Pools, and Lodging Services
PO Box 64975
St. Paul, MN 55164-0975
651-201-4500
health.foodlodging@state.mn.us
www.health.state.mn.us

Minnesota Department of Agriculture
Food and Feed Safety Division
625 Robert Street N
St. Paul, MN 55155-2538
651-201-6027
MDA.FFSD.Info@state.mn.us
www.mda.state.mn.us
MAY 2019

*To obtain this information in a different format, call:
651-201-4500 or 651-201-6000.*