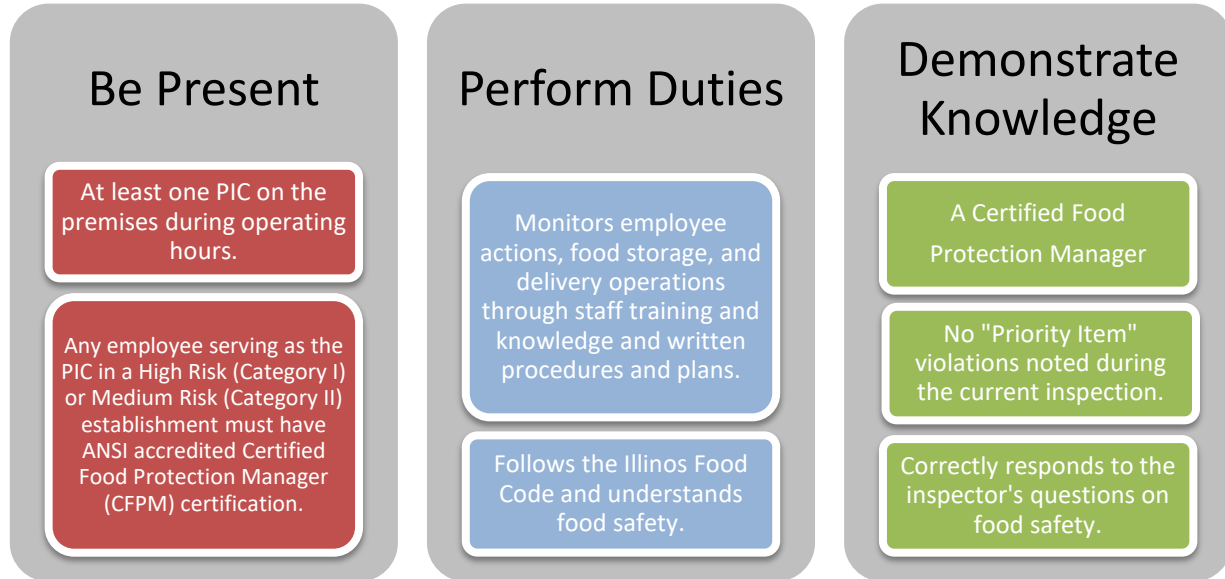


Person-in-Charge (PIC) Responsibilities



Present:

The Food Code requires at least one designated Person in Charge (PIC) to be in the food establishment during all hours of operation. This includes times of preparation, service, and clean-up. The PIC is the individual present at a food establishment who is responsible for the operation at the time. If the Health Department shows up and asks, "Who is the Person in Charge?" everyone at the establishment should know who the designated PIC is.

- Any employee serving as the PIC in a High Risk (Category I) or Medium Risk (Category II) food establishment must have ANSI accredited Certified Food Protection Manager (CFPM) certification.
- Employees serving as the PIC in Low Risk (Category III) food establishments are exempt from the ANSI CFPM certification requirement.

Performs Duties:

The PIC is to ensure employees are complying with the Illinois Food Code. Duties of the PIC may include:

- Monitoring employee actions, food storage, and delivery operations.
- Ensuring staff training and knowledge, such as:
 - Allergen Awareness Training
 - Food Handler Training
- Procedures and plans are maintained and implemented as required, such as:
 - Written procedures for vomiting or diarrheal events.
 - Written employee health policy. Provide documentation or otherwise satisfactorily demonstrate during the inspection that all food employees are informed of their responsibility to report information about health / activities as it relates to diseases transmissible through food.
 - If applicable, written procedures for Time as a Public Health Control (TPHC).
 - If applicable, written procedures for bare hand contact with ready-to-eat foods. These procedures must be reviewed and approved by the Health Department in advance.
 - If applicable, written procedures for specialized processing methods (such as smoking food for preservation, curing food, and reduced oxygen packaging). These procedures must be reviewed and approved by the Health Department in advance.

Person-in-Charge (PIC) Responsibilities - Continued

Demonstration of Knowledge:

The PIC has three options for demonstrating knowledge:

- Certified Food Protection Manager;
- No violations of *priority* items during the current inspection; or,
- Correctly respond to questions as they relate to specific food operations. Areas of knowledge include being able to:
 1. Describe the relationship between the prevention of foodborne disease and personal hygiene of a food employee.
 2. Explain the responsibility of the PIC for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease.
 3. Describe the symptoms associated with the diseases that are transmissible through food.
 4. Explain the significance of the relationship between maintaining the time and temperature of TCS food and the prevention of foodborne illness.
 5. Explain the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish.
 6. State the required food temperatures and times for safe cooking of TCS food including meat, poultry, eggs, and fish.
 7. State the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of TCS food.
 8. Describe the relationship between the prevention of foodborne illness and the management and control of cross-contamination, hand contact with ready-to-eat foods, handwashing, and maintaining the food establishment in a clean condition and in good repair.
 9. Describe foods identified as major food allergens and the major symptoms that a food allergen could cause in a sensitive individual who has an allergic reaction.
 10. Explain the relationship between food safety and providing equipment that is sufficient in number and capacity; and, properly designed, constructed, located, installed, operated, maintained, and cleaned.
 11. Explain correct procedures for cleaning and sanitizing utensils and food-contact surfaces and equipment.
 12. Identify the source of water used and measures taken to ensure that it remains protected from contamination.
 13. Identify 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.
 14. Identify 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.
 15. Explain the details of how the PIC and food employees comply with the HACCP plan.
 16. Explain the responsibilities, rights, and authorities assigned by the Food Code to the food employee, conditional employee, PIC, and regulatory authority.
 17. Explain how the PIC, food employees and conditional employees comply with reporting responsibilities and exclusion or restriction of food employees.