



April 29, 2016

### **Person-in-Charge (PIC) Responsibility Checklist**

Person-in-charge (PIC) – the individual present at a food service operation (FSO) or retail food establishment (RFE) who is responsible for the operation at the time of a food inspection.

The PIC shall require all food employees, including “conditional” employees (such as applicants for employment), to report any information about their health regarding diseases that are transmissible through food (foodborne). The information shall include: 1) the date when the illness symptoms began, 2) any confirmed diagnosis received if they have no symptoms and 3) the date of contact when they have been with anyone diagnosed with a foodborne illness.

The PIC shall demonstrate to the health inspector, either by having obtained a Level One certification in food protection, properly answering questions that are:

1. Applicable to the knowledge of foodborne disease prevention.
2. Applicable to Hazard Analysis and Critical Control Point (HACCP) principles such that the PIC can explain the operation’s HACCP and Quality Assurance (QA) plans, if one has been created.
3. Applicable to the food operation with respect to all of the food code rules.

The PIC shall be knowledgeable and able to:

1. Describe the relationship between the prevention of foodborne diseases and the personal hygiene of a food employee.
2. Explain the responsibility of the PIC to prevent the transmission of a foodborne disease by a food employee or conditional employee who has a disease or medical condition that may cause foodborne diseases.
  - a. Restrict a food employee’s duties if have symptoms of: vomiting, diarrhea, jaundice, sore throat with fever, or an infected wound on the hands, wrists and arms unless protected with an impervious cover.
  - b. Restrict from food handling or exclude from the premises any food employee diagnosed by a health care provider to have: Campylobacter, Cryptosporidium, Cyclospora, Entamoeba histolytica, Shiga toxin-producing Escherichia coli, Giardia, Hepatitis A, Norovirus, Salmonella spp., Salmonella Typhi, Shigella, Vibrio cholera and Yersinia or have been exposed to a person involved in a foodborne outbreak of Norovirus, E. coli, Salmonella Typhi or Hepatitis A.
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 temperature controlled for safety (TCS) food and the prevention of foodborne disease.
5. Explain the hazards involved in the consumption of raw or undercooked meat, poultry, eggs and fish.
6. State the required minimum food temperatures and times for safe cooking of TCS foods.

7. State the required minimum times and temperatures for safe cold holding, hot holding, cooling and reheating of TCS foods.
8. Describe the relationship between the prevention of foodborne illness and the management and control of: a) cross contamination, b) hand contact of ready-to-eat (RTE) foods, c) hand washing and, d) maintaining the food operation in a clean condition and in good repair.
9. Identify the major food allergens of milk, eggs, fish, tree nuts, wheat, peanuts and soybeans.
10. Explain the relationship between food safety and providing equipment that is:
  - a. Sufficient in number and capacity.
  - b. Properly designed, constructed, located, installed, operated, maintained and cleaned.
11. Explain the correct wash, rinse, sanitize and then air dry procedure for utensils and food-contact surfaces of equipment.
12. Identify 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.
13. Identify poisonous or toxic materials in the food operation and the procedures necessary to ensure that they are safely stored, dispensed, used and disposed of properly.
14. Explain how the PIC and the food employees comply with the HACCP plan that includes identifying critical control points in the operation and associated critical limits if a plan is required by the food code on through an agreement between the licensor and the food operation.
15. Explain the responsibilities, rights and authorities assigned by the food code to:
  - a. Food employees.
  - b. Conditional employees.
  - c. PIC.
  - d. Licensor.
16. Explain the food operation's written Norovirus incident cleanup and management plan which contains employee signatures verifying that they have been trained on and understand the plan.
17. Explain how the PIC, food employees and conditional employees comply with their reporting responsibilities and the restriction or exclusion of ill food employees by having the:
  - a. PIC contact the health district whenever an employee is diagnosed with or has been in contact with a person who has a foodborne illness.
  - b. PIC will begin appropriate restriction or exclusion actions with affected employees.
  - c. Food employees and conditional employees will report to their PIC whenever they have symptoms, been in contact with or receive a diagnosis of a foodborne illness.