

DUTIES OF THE "PERSON IN CHARGE or "PIC" 2-103.11 and 590.002(D) Person in Charge

(All PIC duties are Priority Foundation Items.)

The Person in charge shall ensure that:

- A) Food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters as specified under Section 6-202.111;
- B) Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or ware-washing areas, except that brief visits and tours may be authorized by the PIC if steps are taken to ensure that exposed food, clean equipment, utensils, 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 ware-washing 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 as specified under Section 4-203.11 and 5-502.11(B);
- 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) Employees are properly maintaining the temperatures of time/temperature control for safety foods during hot and cold holding through daily oversight of the employees' routine monitoring of food temperatures;

J) Consumers who order raw, or partially cooked ready-to-eat foods of animal origin, are informed as specified under Section 3-603.11 that the food is not cooked sufficiently to ensure its safety;

K) Employees are properly sanitizing clean multiuse equipment and utensils before they are re-used, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature, and exposure time for chemical sanitizing;

L) Consumers are notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets as specified Section 3-304.16;

M) Except when approval is obtained from the regulatory authority as specified in Section 3-301.11(D), 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; (Federal Code does allow some bare-hand contact with regulatory approval, but MA does not.)

N) Employees are properly trained in food safety, including food allergy awareness, as it relates to their assigned duties;

O) 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, as specified under Section 2-201.11(A) [590.000(E)]; and

P) Written procedures and plans, where specified by this Code and as developed by the food establishment, are maintained and implemented as required.

(Document updated November, 2018 after MA adopted the 2013 Federal Food Code and the 2015 Amendments.)