

# **MANAGEMENT AND PERSONNEL GUIDE**

## **2005 FOOD CODE**

10/2009

### **PERSON-IN-CHARGE (PIC)**

**ASSIGNMENT** - Person-In-Charge (PIC) is the permit holder or a person designated by the permit holder.

**RESPONSIBILITY** - Must be present at the establishment during all hours of operation.

**DEMONSTRATION OF KNOWLEDGE** - Based on the risks of foodborne illness inherent to the food operation, PIC shall demonstrate to the Regulatory Authority (RA) knowledge of foodborne disease prevention, HACCP principles, & requirements of the Food Code by:

1. Compliance with Code by having no critical violations, or
2. Being a Certified Food Protection Manager through accredited program, or
3. Responding correctly to questions related to food operation.

Areas of knowledge include:

1. Employee personal hygiene and the relationship to foodborne disease.
2. Employee health and responsibilities of the PIC.
3. Symptoms of foodborne diseases.
4. Time and temperatures of potentially hazardous food (PHF).
5. Hazards of consuming raw or undercooked meat, poultry, eggs, and fish.
6. Cooking temperatures for PHF.
7. Holding, cooling, & reheating temperatures and times for PHF.
8. Importance of handwashing, controlling cross contamination, restricting hand contact with ready-to-eat foods, and maintaining establishment in good repair and clean condition.
9. Describing the foods and the related symptoms of the Major Food Allergens.
10. Importance of providing equipment that is sufficient in number and capacity, and properly designed, constructed, located, installed, operated, maintained, and cleaned.
11. Cleaning and sanitizing procedures.
12. Identifying source of water and protecting it from contamination from cross connections and backflow.
13. Poisonous or toxic materials - use, storage, dispensing, and disposal.
14. Critical control points in the operation and how they are controlled.
15. HACCP plan, if applicable.
16. Responsibilities, rights, and authorities assigned by Code to the food employee, the PIC, and the Regulatory Authority (RA).
17. Compliance with reporting, exclusion, and restriction of Food Employees.

### **DUTIES**

1. Train employees in food safety as it relates to their assigned duties.
2. Ensure that:
  - a. Operations are not conducted in private home or living or sleeping quarters.
  - b. Unnecessary persons not allowed.
  - c. Employees and other persons (delivery and maintenance persons, pesticide applicators, etc.) comply with Code.
3. Routinely monitor:
  - a. Employees' handwashing.
  - b. Employees' observations of foods as they are received (approved source, temperature, condition).
  - c. Cleaning and sanitizing procedures, times, concentrations, and temperatures.
4. Conduct daily oversight of:
  - a. Employees' routine monitoring of cooking temperatures.

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- b. Employees' routine monitoring of cooling methods and temperatures.
- 5. Notify consumers that clean tableware is to be used when returning to self-service areas.
- 6. Informing consumers of the possibility of experiencing a foodborne illness upon consuming an undercooked food.

### HANDWASHING PROCEDURE

Lather hands and exposed portions of arms. Vigorously rub together for at least 20 seconds, paying particular attention to areas underneath fingernails and between fingers. Rinse with clean water. Dry thoroughly with single service paper towel or hand drying device.

### WHEN TO WASH HANDS

Before beginning work or when changing tasks	After using the toilet room
When soiled or contaminated	After touching bare human body parts (except clean hands & arms)
Before putting on gloves	After caring for or handling service animals or aquatic animals
When switching between raw & ready-to-eat food	After coughing, sneezing, using a tissue or tobacco, eating, drinking
After handling soiled equipment or utensils	After engaging in other activities that contaminate the hands

### WHERE TO WASH HANDS

Use handwashing lavatory only. Do NOT wash hands in food prep sink, utensil washing sink, service sink, or mop sink. A sink used for food preparation or utensil washing, or a service or mop sink, may not be provided with hand cleanser and hand drying supplies.

### GLOVES

If used, single-use gloves shall be used for only one task, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation. Handwashing is still required and necessary to prevent food contamination.

### FINGERNAILS

Keep fingernails trimmed, filed, and maintained so edges and surfaces are cleanable and not rough. No fingernail polish or artificial fingernails when working with exposed food, unless wearing intact gloves in good repair.

### JEWELRY

No jewelry on hands or arms except plain ring such as wedding band.

### EATING. DRINKING. USING TOBACCO

Only in designated areas. Exception: Closed beverage container, with lid and straw, allowed if handled to prevent contamination of employee's hands; the container; and exposed food, equipment, utensils, linens, and single service articles.

### HAIR RESTRAINTS

Food employees shall wear effective hair restraints (hats, hair coverings or nets, beard restraints, clothing that covers body hair, etc.). Exception: Does not apply to counter staff who only serve beverages and wrapped foods, or to hostesses and wait staff if they present a minimal risk of contaminating exposed food, equipment, utensils, linens, and single service articles.

### STORAGE OF IN-USE UTENSILS

During pauses in food preparation or dispensing, utensils shall be stored:

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1. In the food with the handles above the top of the food and the container;
2. In non-potentially hazardous food, with handles above top of food within containers that can be closed, such as bins of sugar, flour, cinnamon, etc.;
3. On clean portion of prep table or cooking equipment only if the utensil and the table or equipment are cleaned and sanitized as required;
4. In running water for moist food such as ice cream or mashed potatoes; In a clean, protected location for non-potentially hazardous food, such as ice scoops; or In a container of hot water at 135°F or above; container must be cleaned regularly, at least every 24 hours.

**WIPING CLOTHS**

Cloths used for wiping food spills shall be used for no other purpose.

Cloths used for wiping food spills shall be:

Dry and used on tableware and carry-out containers; or

Wet and cleaned, stored in a chemical sanitizer, and used on food and nonfood-contact equipment surfaces. Keep separate dry or wet cloths used with raw animal foods; separate sanitizing solution required. Dry cloths and wet cloths used with fresh sanitizing solution shall be free of food debris and visible soil.