

# Person in Charge

The Minnesota food code requires a designated person in charge (PIC) at the food establishment during all hours of operation.

## Demonstration of Knowledge

During the inspection, the PIC must be able to demonstrate their knowledge to 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.

## Duties of the PIC

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

- 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 temperature 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.

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## Resources

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

[www.health.state.mn.us](http://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](mailto:MDA.FFSD.Info@state.mn.us)  
[www.mda.state.mn.us](http://www.mda.state.mn.us)