



**Public Health**  
Prevent. Promote. Protect.

**Greene County**

# PERSON IN CHARGE RESPONSIBILITIES

At least **one** employee that has supervisory and management responsibility and the authority to direct / control food preparation and service shall obtain the Manager Certification in Food Protection Training for all Risk Level III and IV facilities. Effective **September 1, 2024**, all high risk **mobile** food service operations / retail food establishments *initially licensed* after this date are required to have at least **one** person-in-charge (PIC) per license holder at each event that has obtained the PIC certification. To comply with this rule, the PIC must complete a PIC course approved by the Director of Health through a provider that is registered with the Ohio Department of Health, or complete an online PIC course approved by the Director of Health.

Based on the risks inherent to the food operation, the PIC shall demonstrate to the licensor the applicable knowledge of foodborne disease prevention, application of HACCP principles, and the requirements of the Ohio Food Code as they relate to the food operation. There must be a PIC present in a food business/mobile unit for **every** shift and during **all** hours of operation. In Ohio, a PIC certification is required for food service operations, including high risk mobiles. To be in compliance during inspections, this process should be completed at the time of the pre-licensing inspection and prior to operating.

## What does a PIC need to know? Demonstration of Knowledge:

1. Describe relationship between prevention of foodborne disease and employee personal hygiene
2. Explain responsibility of the PIC for preventing transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease
3. Describe symptoms associated with foodborne diseases
4. Explain relationship between maintaining time and temperature of perishable foods and the prevention of foodborne illnesses
5. Explain hazards involved in consumption of raw / undercooked meat, poultry, eggs and fish
6. State time and temperature controls for perishable foods important to preventing foodborne illnesses:
  - Cooking of raw / undercooked meat, poultry, eggs and fish
  - Safe Refrigerated storage
  - Cold and hot holding temperatures
  - Cooling times and temperatures
  - Reheating times and temperatures
7. Describe relationship between prevention of food illness and management/control of hand contact with ready-to-eat foods, handwashing, cross-contamination and maintaining food facility in clean condition and good repair
8. Identify the 8 major food allergens: milk, egg, fish, tree nuts, wheat, peanuts, soybeans and sesame
9. Explain importance of food safety and providing equipment that is properly installed, operated, maintained and cleaned
10. Explain correct procedures for cleaning and sanitizing all multi-use kitchenware items
11. Identify source of water used and methods to provide backflow protection and prevent cross-contamination
12. Identify poisonous/toxic chemicals and procedures to ensure safe storage, disposal and use
13. Explain compliance with facility's HACCP Plan and critical limits (if one is required)
14. Explain responsibilities/rights/authorities for employees, the PIC and the licensor
15. Explain when to exclude/restrict a food employee from working with food and/or warewashing

## What are the duties of a Person in Charge?

The PIC must understand and operate their facility in accordance with Ohio Food Code at all times and ensure that all employees are properly trained in food safety. The PIC must ensure that food employees are informed in a verifiable manner of their responsibility to report to the PIC information about their health as it relates to diseases that are transmissible through food. In addition, the PIC must provide written procedures for employees to follow when responding to bodily fluids clean up events to minimize the spread of contamination and exposure to employees, consumers and food and food contact surfaces.