

## Duties of a Person in Charge

During all hours, a person must be designated as the Person in Charge within each food establishment. That person has the responsibility to oversee all operations and is knowledgeable of food safety. More importantly the Person in Charge takes action to control food safety hazards. Below are the responsibilities of a Person in Charge.

1. Oversee employee actions and educate staff on proper food safety practices.
2. Ensure that:
  - 🛡 Unnecessary people are not in the kitchen.
  - 🛡 Employees and other individuals (ex. delivery, maintenance) in the kitchen are following the Food Code.
  - 🛡 Employees are aware of the symptoms and diseases that must be reported.
  - 🛡 All foods are prepared in the kitchen and not in a private home.
  - 🛡 Customers are informed about undercooked foods that may be on the menu.
3. Routinely monitor:
  - 🛡 Frequent employee hand washing and prevent all bare hand contact with ready-to-eat foods.
  - 🛡 Receiving of food products for safe condition and proper temperatures.
  - 🛡 Frequency of cleaning and sanitizing practices at the required concentration.
4. Conduct daily oversight of:
  - 🛡 Employees monitoring cooking, reheating, cold/hot hold temperatures.
  - 🛡 Rapid cooling methods are followed and checked by employees.

