

“PERSON-IN-CHARGE” (PIC) & THE DEMONSTRATION OF KNOWLEDGE (DOK)

Supervision Item #1



FOOD CODE REQUIREMENT

The Food Code requires a designated PIC to be in the food establishment during all hours of operation (2-101.11(A)). Although all food employees must use safe food handling practices in the establishment, the PIC is required to **demonstrate knowledge** of foodborne disease prevention, application of HACCP principles, and the requirements of the Illinois Food Code to the inspector during inspections (2-102.11(A-C)).

Who is the PIC? The PIC is the designated individual present at a food establishment who is responsible for the operation at the time. At least one PIC must be on the premises during operating hours (preparation, service, clean-up).

DETERMINING COMPLIANCE

Three ways may be used to determine compliance with the DOK requirement (2-102.11(A-C)):

1. **Compliance:** The most important way a PIC may demonstrate the required level of knowledge is by compliance with the Food Code. That is, if during a routine inspection the inspector finds no foodborne illness risk factor and public health intervention violations, the requirement for manager knowledge is met.
2. **Certification:** The PIC is certified as a FSSMC (750.540, 551).
3. **Correct Responses:** The PIC correctly responds to an inspector’s questions about the food operation. This does not mean an inspector will be going down a list or “quizzing” the PIC. However, during the course of a routine inspection, the safe food practices and procedures used by the establishment will be discussed between the PIC and the inspector. The PIC should be able to show a working knowledge of those areas of the Food Code specific to the practices in place.
 - Does each PIC need to know *everything* in the Food Code? The level of knowledge required of the PIC depends on the scope of food operations taking place within the establishment. For example, a night manager at a convenience store does not need to demonstrate knowledge of cooking times and temperatures in the Food Code if the store doesn’t perform any cooking of food. However, the PIC at a large restaurant may need to know most of the requirements found in the Food Code.
 - When is the PIC asked questions? The timing of the questions will vary based on the circumstances of the inspection. If the PIC is able to escort the inspector during the inspection, questions can be asked throughout the inspection. Other times, questions may be asked prior to the exit interview.
 - Does the PIC know how to correct the observed violations, as well as the public health significance?
 - Examples of questions are on the back side of this document.
 - What is “Out of Compliance” criteria? If the PIC’s answers indicate that the PIC is unable to recognize hazards or take appropriate preventive and corrective actions (and neither the Compliance nor Certification requirement is met), DOK is out of compliance. DOK is also out of compliance if a PIC is not present during the inspection.

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QUESTION EXAMPLES FOR DEMONSTRATION OF KNOWLEDGE

EMPLOYEE HEALTH – 2-102.11(C)(2), (3), & (17); 750.500 a)-f)

What do you do when an employee calls in sick? What symptoms of sick are of food safety concern?

What do you do if an employee comes to work sick or gets sick at work?

When do you restrict ill employees to non-food handling tasks? ...exclude ill employees from the establishment?

What actions do you take if an employee tells you they have been diagnosed with an illness communicable through food?

REASON FOR TEMPERATURE CONTROL – 2-102.11(C)(4)

Why do TCSs need to be kept out of the “danger zone?”

Why is it unsafe to keep TCSs at room temperature too long?

CONSUMPTION OF RAW FOOD – 2-102.11(C)(5)

What are the hazards of serving raw or undercooked TCSs?

What TCSs do you serve raw or undercooked?

TCS TIME & TEMPERATURE – 2-102.1 (C)(6-7)

What are your cooling procedures for _____ (fill in the blank with the appropriate food)?

What are your hot holding procedures?

Describe your methods for preparing _____ (fill in the blank with the appropriate food)?

How do you know if TCSs are cooked to the proper temperature?

To what temperature do you cook _____ (fill in the blank with the appropriate food)? Why?

What do you do with foods that aren't at the proper temperature?

What are your reheating procedures?

What temperature do you keep cold foods? How is this verified?

Do you have thermometers for checking the temperature of TCS? How are they calibrated?

CROSS-CONTAMINATION / HAND CONTACT / HANDWASHING – 2-102.11(C)(8)

Why should food employees prevent cross-contamination?

What steps do you take to prevent cross-contamination?

What do food workers use to handle ready-to-eat foods?

Where and when do food workers wash their hands?

Describe the employee handwashing procedure.

Why is it important to have handwash sinks located near all food preparation areas?

EQUIPMENT & FOOD SAFETY – 2-102.11(C)(10)

What are the food safety hazards associated with equipment that is not clean or in good repair?

CLEANING & SANITIZING – 2-102.11(C)(11)

How do you clean & sanitize equipment and utensils?

What kind of sanitizer do you use and how do you determine its strength?

WATER SOURCE / BACKFLOW PREVENTION – 2-102.11(C)(12)

What is your water source?

What steps do you take to avoid cross-connection in this facility?

CHEMICALS – 2-102.11(C)(13)

How do you store poisonous toxic materials?

What toxic chemicals are used in the establishment? Where are they stored?

CRITICAL CONTROL POINTS (FOR FACILITIES WITH HACCP PLANS) – 2-102.11(C)(14-15)

What are the Critical Control Points in your operation and what steps are you taking to ensure they are controlled?

How are you complying with your HACCP Plan?

What records do you have for your HACCP Plan?

What is the shelf life of Reduced Oxygen Packaging Food?

RESPONSIBILITIES – 2-102.11(C)(16)

Explain what the Food Code says about the responsibilities of each food employee, the Person-in-Charge, and the regulatory authority.

FOOD HANDLER TRAINING – 750.570

How do your employees obtain their Food Handler Certificate (FHC)?

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