

Responsibilities of the Person in Charge

Duties and Demonstration of Knowledge

ND Health and Human Services

Food and Lodging

Updated April 2026



NORTH
Dakota
Be Legendary.

Health & Human Services

What is a Person In Charge?

- Person in charge is the individual present at a food establishment who is responsible for the operation at the time of inspection.
- The permit holder shall designate a person in charge and ensure that a person in charge is present at the food establishment during all hours of operation.
- The person in charge shall perform duties to ensure food safety at the food establishment and shall demonstrate knowledge to the regulatory authority during an inspection.



Duties of the Person in charge (PIC)



- Ensuring that food is safe is the responsibility of every employee at the food establishment.
- The PIC oversees all activities related to food safety and shall be responsible for carrying out the duties discussed in the upcoming slides.

Food Establishment Operations



- Food establishment operations must not be conducted in a private home or in a room used as living or sleeping quarters.
- Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or warewashing areas.
- Any person entering the food preparation, food storage, and warewashing areas must comply with the Food Code.

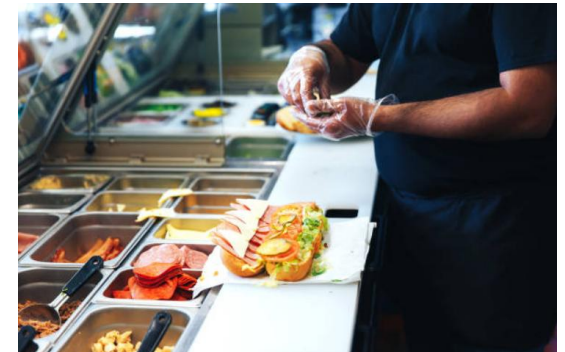
Observing Foods and Verifying Food Sources

- Employees shall observe and verify the following:
 - Food received is from approved sources, delivered at the required temperatures, protected from contamination, unadulterated, and accurately presented.
 - Food delivered during non-operating hours is placed in appropriate storage locations and is maintained at the required temperatures, protected from contamination, unadulterated, and accurately presented.



Handwashing and Sanitization

- Employees are effectively cleaning their hands when hand washing.
- Employees are using suitable utensils when handling ready-to-eat food to prevent bare-hand contamination.
- Employees are properly sanitizing equipment and utensils before they are reused.



Time/Temperature Control for Safety (TCS)



- Employees are routinely monitoring and maintaining the correct temperatures of TCS foods using appropriate temperature measuring devices during:
 - Cooking
 - Hot and cold holding
- Employees are using proper methods to rapidly cool TCS foods that are not held hot or are not consumed within 4 hours.

Consumer Advisory

- Consumers must be informed if food is not cooked sufficiently to ensure its safety.
- Consumers must be notified that clean tableware is to be used when they return to self-service areas.

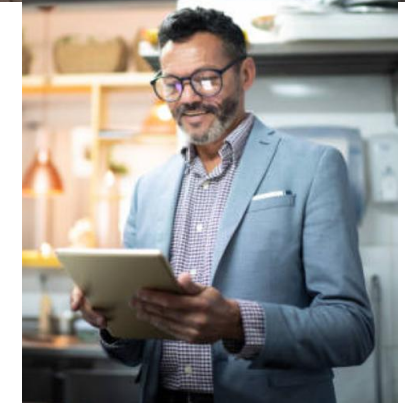
***Consumer Advisories**

Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry, or shellfish reduces the risk of foodborne illness. Individuals with certain health conditions may be at higher risk if these foods are consumed raw or undercooked. Consult your physician or public health official for further information.



Allergens, Employee Health, and Written Procedures

- Employees are properly trained in food safety, including food allergy awareness, as it relates to their assigned duties.
- Employees report to the person in charge information about their health and activities as they relate to diseases that are transmissible through food.
- Written procedures and plans, when needed, are maintained and implemented as required.



PIC Demonstration of Knowledge

- The PIC shall demonstrate knowledge of foodborne disease prevention, application of Hazard Analysis and Critical Control Point (HACCP) principles, and the requirements of the food code.



Demonstration of Knowledge is Accomplished by:

- Complying with the food code by having no violations of priority items during the current inspection;
- Being a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program;
or
- Responding correctly to the inspector's questions as they relate to the specific food operation.



Areas Of Knowledge

- Foodborne disease/personal hygiene/employee health reporting, restriction, and exclusion.
- Time and temperature control for TCS foods.
- Cross contamination/bare hand contact/handwashing.
- Food allergens.
- Food safety and equipment.
- Cleaning and sanitizing of utensils and food contact surfaces.
- Water source and prevention of contamination.
- Poisonous or toxic material procedures.
- HACCP.

Foodborne Disease

- Describing the relationship between the prevention of foodborne disease and the personal hygiene of a food employee.
- Explaining the responsibility of the person in charge for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease.
- Describing the symptoms associated with the diseases that are transmissible through food.

Employee Health Reporting

- Explain how the PIC and food employees comply with the reporting responsibilities and exclusion or restriction of food employees regarding reportable symptoms and diagnosis.



Time/Temperature Control for Safety Food

- Explain the relationship between time and temperature control of TCS food and prevention of foodborne illness:
 - State the required cooking temperatures for foods (meat, poultry, eggs, and fish).
 - State the required temperatures for safe cold storage, hot holding, cooling, and reheating.
- Explain hazards of eating raw or undercooked meat, poultry, eggs, or fish.



Cross Contamination

- Describe the relationship between the prevention of foodborne illness and the management of:
 - Cross contamination.
 - Hand contact with ready to eat foods.
 - Handwashing
 - Maintaining the food establishment in a clean condition and good repair



Food allergens

- Describe foods identified as major food allergens and the symptoms that allergen could cause in a sensitive individual who has an allergic reaction.



Food Safety and Equipment

- Explain the relationship between food safety and providing equipment that is sufficient, properly designed, constructed, located, installed, maintained, and cleaned.

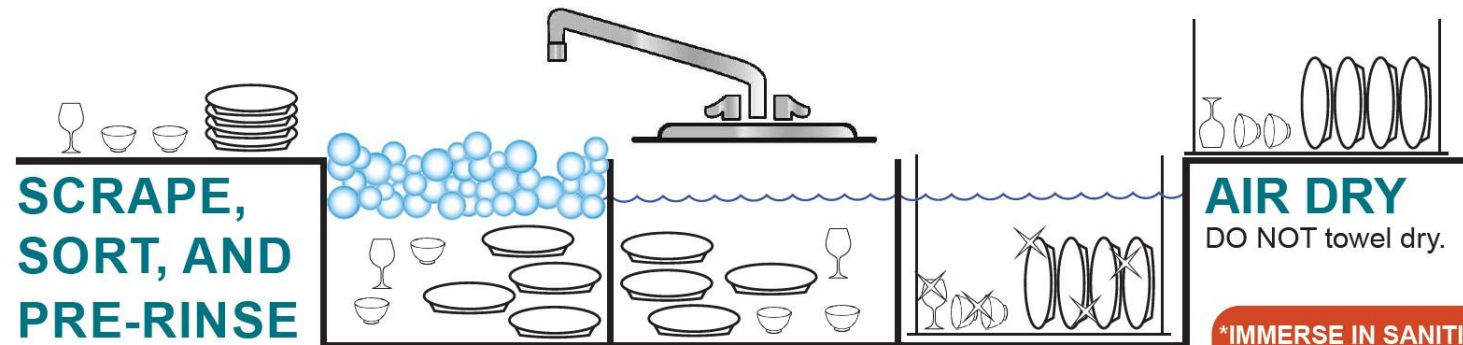


Cleaning and Sanitizing

- Explain the correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment.

Manual Dishwashing Procedure

CLEAN SINKS PRIOR TO USE



SCRAPE, SORT, AND PRE-RINSE

to remove food particles.

WASH

with detergent in warm water (110°F).

RINSE

in clean water to remove detergent.

SANITIZE

in chemical sanitizer*. A **TEST KIT** or device that accurately measures concentration is required.

AIR DRY

DO NOT towel dry.

***IMMERSE IN SANITIZER**

according to the EPA-registered label use instructions.

Examples include chlorine, quaternary ammonium, and iodine.

Water Source and Toxic Materials

- Identify the water source used and how to maintain protection from contamination.
- Identify poisonous or toxic materials and how to safely store, dispense, use, and dispose of them.



HACCP Plans

- Identify the critical control points in the operation that may contribute to transmission of foodborne illness and the steps taken to control them.
- Explain the details of how the PIC and food employees comply with HACCP plans when required.





Food Safety is in Your Hands!

Contact

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