

FAQs – Person in Charge



November 2024

What is a person in charge?

A person in charge (PIC) is an individual present at a retail food establishment who is responsible for the operation at the time of inspection. A PIC must be assigned, demonstrate knowledge, and comply with the duties of the person in charge.

When must the PIC be available?

The PIC must be available in the facility during all hours of operation.

What is the responsibility of the PIC?

The primary responsibility of the PIC is to ensure compliance with the requirements of the food code, with a strong emphasis on employee health and hygiene.

How must the PIC ensure employee health and hygiene?

The PIC must ensure employee health and hygiene by:

- 1) Knowing when to notify the regulatory authority of a food employee's reportable illness
- 2) Knowing when to prohibit a conditional employee from becoming a food employee if they have a reportable illness
- 3) Knowing when to exclude or restrict a food employee who exhibits symptoms of or who has a reportable illness
- 4) Knowing when to remove, adjust, or retain the exclusion or restriction of a food employee

How can the PIC demonstrate food safety knowledge?

The PIC can demonstrate food safety knowledge by either taking and passing a Certified Food Safety Managers Exam ([IC 16-42-5.2](#)) or complying with the food code by having no priority (P) violations or responding correctly to questions asking about the establishment's operations during an inspection.

Fast Facts

- The PIC must always be present at the retail food establishment
- The PIC must ensure that all persons entering areas of the operations must comply with 410 IAC 7-26
- The PIC must ensure that consumers are informed if a food is served or sold raw, undercooked, or without a pathogen eliminating process
- The PIC must provide food safety training, including food allergy awareness

FAQs – Person in Charge (PIC) Continued



What are the areas of knowledge the PIC must demonstrate?

The PIC must demonstrate knowledge of:

- 1) Foodborne disease prevention
- 2) Application of Hazard Analysis of Critical Control Point (HACCP) principles
- 3) The requirements of 410 IAC 7-26

What are the duties of the PIC?

Some of the duties of the PIC include ensuring that:

- Operations are not conducted in a private home or room used as living or sleeping accommodations
- Persons unnecessary to the operation are not allowed in food preparation, food storage, or warewashing areas
- Employees effectually clean their hands by regularly monitoring their handwashing

For additional information on Person in Charge:

<https://www.in.gov/health/food-protection/retail/>

