

# FAQs – Person in Charge



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## 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

## 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/>