



Summit County Public Health

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Person in Charge Demonstration of Knowledge

The reasons for having a designated person or persons with current food safety knowledge relevant to your operation and who is present at your facility during all hours of operation are many, including the reduction, and prevention of food-borne illnesses. Having a designated person in charge that is accountable for the safety and control of the food during preparation and service is not only a requirement of the Ohio Uniform Food Safety Code it can result in less food waste, more efficient labor use, confidence in food preparation techniques, and an increased repeat customer base.

The person in charge can be the food license holder or a designated person(s) responsible for the operation of the facility. Who has all the food safety knowledge applicable to the operation and is present at the facility during the hours of operation.

Educating your employees about their responsibilities for food safety and understanding the basic concepts of this document will allow most of your employees to meet the person in charge (PIC) requirement of the Ohio Uniform Food Safety Code.

This document also provides additional techniques for monitoring areas of food safety in your facility including purchasing, receiving, storage, handling, preparation, transportation, employee hygiene, and employee training. It will enable the user to identify and document both correct and incorrect food handling which can be used as training tools for the entire staff. Documentation of food handling practices also provides a method of accountability giving the operation more control over the foods produced, as well as promoting proper food handling techniques which aid in the prevention, reduction, and elimination of food-borne illness.

Included for your use are the following charts:

Charts:

- Receiving Temperature Log
- Food Holding Temperature Log
- Food Cooking Temperature Log
- Food Cooling Temperature Log
- Food Reheating Temperature Log
- Employee Illness Log
- Food Service Cleaning and Maintenance Log
- Ware washing Sanitizer Log

Other Useful Handouts Available Upon Request:

- Guidelines for Exclusion of Ill Food Employees
- Health Reporting Requirements
- Basic Safe Food Handling Practices for the PIC
- Proper Use of Disposable Gloves
- Food Storage
- Wiping Cloths
- Handwashing Instructions
- Thermometer Use & Calibration Instructions
- Thawing Techniques
- Consumer Advisory Requirements
- Sanitizer Use Instructions

What the Person in Charge Needs To Know or Demonstrate

1. What is the relationship between personal hygiene of the food employee and the prevention of food-borne disease?
2. How do you prevent the transmission of Food borne disease by a sick employee?
3. Can you identify the major Food borne illness diseases and their symptoms as listed in the Ohio Uniform Food Safety Code?
4. Explain the significance of the relationship between monitoring the time and temperature of time/temperature control for safety food (TCS) and the prevention of Food borne illness.
5. Explain the hazards involved in the consumption of raw or undercooked meat, poultry, eggs and fish.
6. State the required food temperatures and times for safe cooking of TCS, including meat, poultry, eggs and fish.
7. State the required food temperatures and time for the safe refrigerated storage, hot holding, cooling, reheating, and transportation of TCS.
8. What's the relationship between the prevention of food borne illness and the management and control of:
 - Hand washing
 - Cross-contamination
 - Hand contact with ready-to-eat foods
 - Maintenance of the food service operation in a clean condition and in good repair.
9. Explain the relationship between food safety and food service equipment that is sufficient in numbers, easy to clean, properly designed, installed and operated.
10. Explain the correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment.
11. Identify the operation's source of water and measures taken to protect it from cross-contaminating food. (i.e. backflow prevention, air gap etc.)
12. Identify poisonous or toxic materials in the facility and measures taken to prevent contamination of food.
13. If a HACCP plan is required at this operation, identify the critical control points from receiving to service.
14. If a HACCP plan is required at this operation, how do management and staff comply with the plan?
15. Explain the operation's sick employee policy and how the PIC excludes or restricts sick employees. When can the employees return to work if excluded?

16. How and when does the PIC monitor food temperatures during receiving, storage, preparation, and hot holding?
17. How does the PIC monitor proper cleaning and sanitizing of multi-use equipment and utensils?
18. How does the PIC let consumers know to use clean tableware when returning to a salad bar, buffet or other self-service areas?
19. What steps are taken to ensure that the food prepared at the food operation is from an approved source?
20. Does the food service menu indicate the need for a consumer advisory , if so is one in place?
21. How does the PIC take necessary precautions to restrict access to the food preparation, ware washing and storage areas?
22. What are the contingency plans to operate in the event of water boil advisory or an interruption of the potable water or power supply? What steps have been taken to educate the staff on these emergency procedures?

Duties of the Person in Charge

Ensure that:

- Food employees and applicants for employment report to the person in charge any and all information about their health and activities as they relate to diseases that are transmissible through food
- Food preparation is not conducted in a private home or sleeping quarters and all food is from an approved source
- Unnecessary persons are excluded from food preparation, storage and ware washing rooms except during authorized brief visits and supervised tours.
- Employees are effectively cleaning their hands and this practice is regularly monitor
- Employees are properly receiving foods and determining foods are from approved sources, delivered at appropriate temperatures and not adulterated or contaminated
- Employees are properly cooking all potentially hazardous foods and monitoring the temperature with a measuring device such as a probe thermometer
- Employees are rapidly cooling all potentially hazardous food
- Consumers who order rare or undercooked foods are made aware of the potential safety concerns of consumption
- Employees are properly sanitizing equipment and sanitizer concentrations are monitored
- Consumers use clean tableware at return visits to buffets
- Employees are preventing cross contamination to ready to eat foods

Employees must be properly trained in food safety as it relates to their assigned duties

Personal Hygiene of the Food Employee and the Prevention of Food borne Illness

Food employees shall clean their hands and exposed portions of their arms as specified in the Ohio Food Code immediately before engaging in food preparation including working with exposed food, clean equipment or utensils, or unwrapped single- service or single-use articles and:

- (1) After touching bare human body parts other than clean hands or clean exposed portions of arms
- (2) After using the toilet room
- (3) After caring for or handling service animals or aquatic animals as specified in paragraph (d) of rule 3717-1-02.3 of the administrative code;
- (4) After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking except as specified in paragraph (a) of rule 3717-1-02.3 of the administrative code for a food employee drinking from a closed beverage container
- (5) After handling soiled equipment or utensils
- (6) During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks
- (7) When switching between working with raw food, and working with ready to eat food
- (8) After engaging in any other activities that contaminate the hands
- (9) Before putting on single-use or durable non-absorbent gloves

Management must provide adequate facilities to maintain a safe, clean environment:

- A dressing or locker room where employees can change into their work clothes
- Provide a separate area where employees can smoke and eat without endangering the food or equipment
- Clean restrooms must be available for employees
- Hand washing stations both in the rest rooms and at convenient locations throughout the establishment must be supplied with hot water, soap and paper towels
- Food employees shall clean their hands in a hand washing lavatory or approved automatic hand washing facility and may not clean their hands in a sink used for food preparation, or in a service sink or a curbed cleaning facility used for the disposal of mop water or similar liquid waste

Food employees and applicants shall report to the person in charge any and all information about their health and activities as they relate to diseases that are transmissible through food.

This information must be reported in a manner that allows the person in charge to prevent the likelihood of Food borne disease transmission, including the onset of illness or if the employee or applicant is diagnosed with an illness due to:

-Salmonella

-Shigella

-E.Coli O157:H7

-Hepatitis A Virus

-Entamoeba Histolytica

-Campylobacter

-Vibro Cholerae

-Cryptosporidium

-Cyclospora

-Giardia

-Yersinia

- Has a symptom of acute Gastrointestinal Illness such as diarrhea, fever, vomiting, jaundice, sore throat with fever
- Has a lesion with pus or an infected wound that is open and draining on the hands, wrists, arms or other exposed body part
- Had a past illness from a disease specified above
- Meets one or more of the following conditions:
 - is suspected of causing or being exposed to a **confirmed** food borne outbreak due to Salmonella, Shigella, E. Coli O157:H7 and Hepatitis A
 - prepared food implicated in an outbreak
 - consumed food implicated in an outbreak
 - consumed food prepared by a suspect infectious person
 - lives in the same house and has knowledge of a person diagnosed with those diseases listed above
 - lives in the same house as an attendee or employee where there is a confirmed outbreak

Definitions for the Person in Charge

BACTERIA: a living organism made up of a single cell

- Aerobic - needs air to live
- Anaerobic - can live without air
- Facultative - can live either with air or without air
- Pathogenic bacteria - disease causing microorganisms that can cause illness
- Spoilage bacteria - break down food so it looks, tastes and smells bad
- Spore forming bacteria - the spore enables the cell to survive heat, freezing or other stresses
- Vegetative bacteria - multiply and produce wastes, not heat resistant
- Food, acidity, time, temperature, oxygen, moisture; the elements that bacteria need to grow

BACKFLOW PREVENTION

A device or technique to stop possible contaminated water from entering potable water; use of an air gap or backflow prevention adapter on the water supply



CROSS CONNECTION

A physical connection between potable water and sewage/gray water

CROSS CONTAMINATION

The unintended presence of harmful substance or organism in food

FOOD BORNE DISEASE ILLNESS

An illness that results from the consumption of food contaminated by a disease-causing microorganism

FOOD BORNE DISEASE OUTBREAK

Two or more cases of a similar illness resulting from the ingestion of a common food and epidemiological analysis implicates the food as the source of the illness; or a single case of illness if the person is ill with botulism or chemical poisoning

HACCP (Hazard Analysis Critical Control Point)

A written document that delineates the formal procedures for following the hazard analysis and critical control point principles developed by The National Advisory Committee on Microbiological Criteria for foods

HIGHLY SUSCEPTIBLE POPULATION

A group of persons who are more likely than other populations to experience food-borne disease because they are immunocompromised or older adults and in a facility that provides health care or assisted living service, such as a hospital or nursing home; or preschool age children in a facility that provides custodial care, such as a day care center

POTENTIALLY HAZARDOUS FOOD

A food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

- Rapid and progressive growth of infectious or toxigenic microorganisms
- Growth and toxin production of *Clostridium Botulinum*
- In raw shell eggs, the growth of *Salmonella Enteritidis*

Includes a food of animal origin that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth

Does not include:

- An air-cooled hard-boiled egg with shell intact
- A food with a water activity (A_w) value of 0.92 or less
- A food with a pH level of 4.6 or below when measured at seventy-five degrees Fahrenheit (twenty-four degrees Celsius)
- A food, in an unopened hermetically sealed container, that is commercially processed to achieve and maintain sterility under condition of non refrigerated storage and distribution
- A food for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic microorganisms or the growth of *Salmonella Enteritidis* in eggs or *Clostridium Botulinum* can not occur, such as a food that has an A_w and a pH that are above the levels specified under rule

- A food that does not support the growth of microorganisms as specified in rule even though the food may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness.

READY TO EAT

Food that is in a form that is edible without washing, cooking or additional preparation by the food service operation, retail food establishment or the consumer and that is reasonably expected to be consumed in that form.

Includes:

- Potentially hazardous food that is unpackaged and cooked to the temperature and time required
- Raw washed and cut fruits and vegetables
- Whole raw fruits and vegetables that are presented for consumption without the need for further washing, such as at a buffet
- Other food presented for consumption of which further washing or cooking is not required and from which rinds, peels, husks or shells are removed

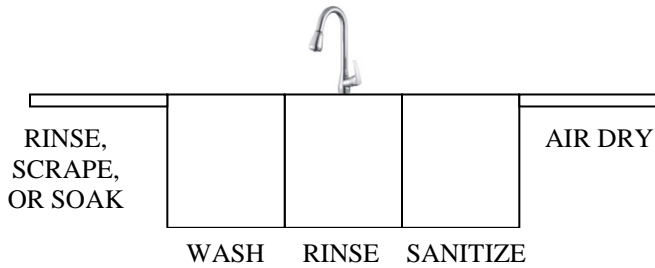
SANITIZATION

The application of cumulative heat or chemicals on clean food-contact surfaces, to meet the required reduction of disease microorganisms

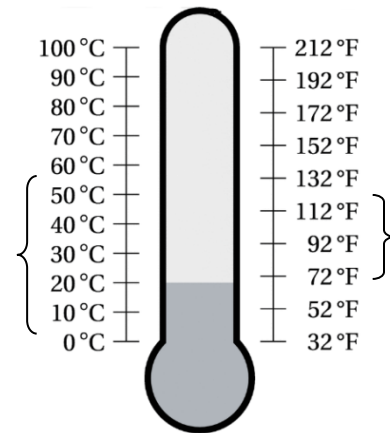
SAFE FOOD HANDLING PRINCIPLES

- Practice strict personal hygiene
- Monitor time and temperature
- Keep raw products and ready-to-eat foods separate
- Avoid cross-contamination during handling
- Cook to required minimal internal temperatures
- Hold hot foods at 135°F or above; cold foods at 41°F or below
- Cool cooked foods properly
- Reheat to internal temperature of 165°F for 15 s within two hours

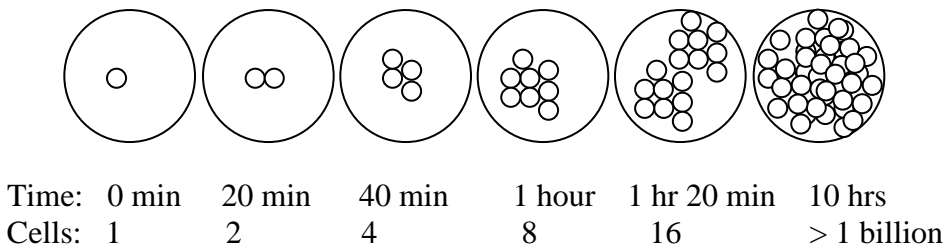
MANUAL DISHWASHING



DANGEROUS TEMPERATURES



BACTERIAL GROWTH RATE



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STORAGE

Reject Canned Foods if:

- * Swollen ends
- * Leaks and flawed seals
- * Rust and dents
- * No labels

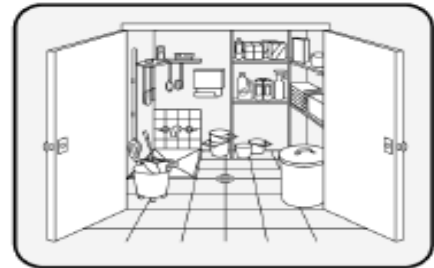


Storage Guidelines

- * Use FIFO
- * Prevent cross-contamination
- * Check food and storage temperatures
- * Wrap and label foods
- * Keep areas clean and dry
- * Don't overload
- * Store food in designated areas
- * Discard potentially hazardous foods within seven days

FIFO means First-In First-Out. Insures that oldest products are used or sold first. Helps eliminate or reduce out-dated food items.

Store Chemicals and Cleaning Supplies Away from Food Storage and Preparation Areas



Food Bars

- * Monitor the food bar
- * Install sneeze guards or food shields
- * Label food items
- * Maintain proper temperatures
- * Never mix fresh food with food being replaced
- * Separate raw foods from cooked and ready-to-eat foods
- * Encourage customers to use a clean plate on return trips



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FOOD & DRINK

Proper



Hair restrained



Clean, short fingernails, no jewelry or nail polish



Apron clean

Improper



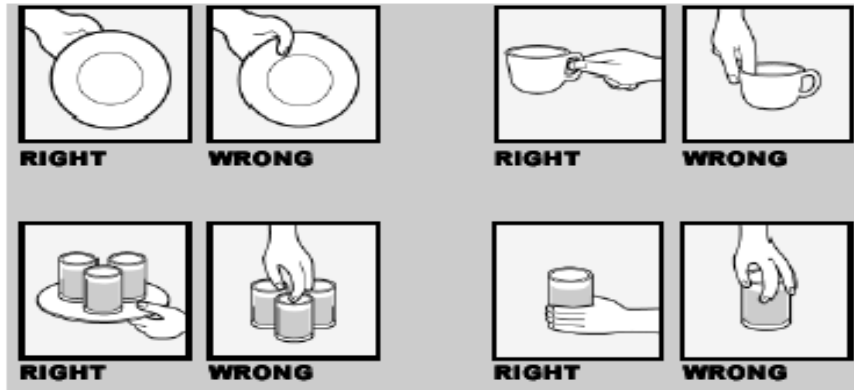
Hair not restrained



Long fingernails, jewelry, nail polish



Apron dirty and stained



RIGHT



WRONG



RIGHT



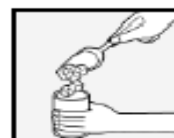
WRONG



RIGHT



WRONG



RIGHT



WRONG

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Environmental Health Division
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- Refrigerate restaurant leftovers within two hours of eating meal.
- Label and date restaurant food and eat within 3-4 days.
- Make sure your refrigerator maintains a temperature of 41°F or below.
- Reheat restaurant leftovers to 165°F.
- Use a metal stem thermometer to ensure the food is reheated to the proper temperature.

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Fact Sheet

Emergency Water Supply Guidelines for Retail Food Establishments (RFE) - Food Service Operations (FSO) – Schools – Motels-and Other Institutions

Procedures during Boil Water Advisory

When boil water advisory is issued to a water system that supply to any of the above, the effected operation may only remain open with strict adherence to the following guidelines:

Minimum Requirements

Shut off:

- Ice machines
- Drinking fountains or post **"Unfit for Consumption."**
- Produce misters
- Bottled water refill machines
- Fountain drink machines using contaminated water, serve canned or bottled beverages only
- Coffee machines unless water is boiled during brewing
- Ice cream and/or food utensil dipper wells
- Hand sinks in the restroom or post **"Unfit for Consumption."**

Discard:

- Ice made with contaminated water
- Beverages made with contaminated water
- Frozen or refrigerated items prepared with water prior to receiving this notice

Ice: Purchase and use only packaged ice from an approved source

Use boiled or bottled water for:

- Drinking or preparing other beverages such as coffee or iced tea
- Cooking and food preparation
- Washing or thawing food
- Hand washing

Dishwashing options:

- Commercial high temperature or chemical sanitizing dishwasher
- Three-compartment sink: **1.** Hot soapy water **2.** Hot water rinse **3.** Sanitizing rinse – cool water with bleach solution (1 teaspoon bleach per 1gallon water) – followed by air drying completely

Employee Information:

- Develop contingency plans and notify and educate employees about emergency procedures
- Post signs or copies of the water system's health advisory

The local health district may impose additional requirements to protect against health hazards during the boil water advisory, such as modifying food preparation steps, prohibiting some menu item, or avoiding multi-use utensils and using single use paper/plastic table and kitchen ware service.

