



CITY OF LONG BEACH

Department of Health and Human Services

2525 Grand Ave • Long Beach, Ca 90815 • (562) 570 - 4132

INFORMATIONAL BULLETIN No. 2007-9-18

PERSON-IN-CHARGE (PIC)

Person-In-Charge (PIC) is the individual present at a food facility that is responsible for the operation of the food facility.

Duties and responsibilities:

- The permit holder shall be the PIC or shall designate a PIC and shall ensure that a PIC is present at the food facility during all hours of operation.
- The PIC shall ensure only approved persons (i.e. food workers) will be allowed in food preparation areas, food storage and warewashing areas.
- The PIC shall ensure patrons are notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets
- The PIC is responsible for restricting and/or excluding ill employees
- The PIC is responsible for HACCP plan maintenance

EMPLOYEE HEALTH

The PIC is responsible for knowing the health status of all employees who come in direct contact with food and service related items (utensils, cooking utensils, etc.)

- ❖ The PIC shall notify the Health Department when an employee is diagnosed with one of the following illnesses:
 - Salmonella typhi
 - Salmonella spp.
 - Shigella spp.
 - Entamoeba histolytica
 - E. coli
 - Hepatitis A
 - Norovirus
- ❖ The PIC shall restrict any employee showing symptoms of acute gastrointestinal illness from handling food and food related items (clean equipment, utensils, unwrapped single service and single use articles)
- ❖ The PIC shall notify the Health Department when he or she is aware that two or more food employees are concurrently experiencing symptoms associated with an acute gastrointestinal illness



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HACCP (HAZARD ANALYSIS CRITICAL CONTROL POINT)

NOT REQUIRED IF HACCP IS NOT USED

- ❖ The PIC shall designate a food employee to determine the method and frequency for monitoring and control each critical control method.
- ❖ The PIC must routinely verify that the food employee is following standard operating procedures and monitoring critical control points.
- ❖ The PIC must take action if the critical limits for each critical control point are not met.
- ❖ The PIC must maintain records to demonstrate that the HACCP Plan is properly operated and managed.