



Wisconsin Food Code Fact Sheet



Person in Charge & Demonstration of Knowledge

There are many responsibilities when it comes to ensuring food safety, and the person in charge (PIC) must thoroughly understand them. A PIC is required during all hours of operation, and they are the individual responsible for maintaining safe food handling practices at all times. The permit/license holder can be the PIC or can designate a PIC.



The PIC must ensure that:

- All employees understand illness reporting requirements.
- Employee handwashing is monitored.
- Employees are not using bare hand contact with ready-to-eat foods.
- Employees cold hold, cook, cool, reheat and hot hold time/temperature control for safety (TCS) food to proper temperatures and for required times.
- Employees routinely monitor food temperatures and times.
- Employees are properly sanitizing equipment and utensils and monitoring sanitizing solutions.
- Employees monitor or verify that food is safely received from approved sources.
- Employees are properly trained in food safety, including food allergy awareness.
- Consumer advisories are provided for raw or partially-cooked foods of animal origin.
- Consumers who return to self-service areas (e.g., salad bars) are notified to use clean tableware.
- Food operations are not conducted in rooms used as living or sleeping quarters.
- Unnecessary persons are kept from food preparation, storage or warewashing areas.
- Visitors (e.g., delivery drivers), maintenance personnel and pesticide applicators comply with food code requirements.
- Required written procedures and plans are maintained and followed.

The PIC must be able to demonstrate their knowledge by (a) responding to the inspector's questions, (b) complying with the food code by having no priority violations, or (c) being a certified food manager.

General areas of knowledge include:

- Personal hygiene and handwashing.
- Preventing bare hand contact with ready-to-eat food.
- Managing and controlling cross-contamination.
- Establishment maintenance.
- Protocols when an employee is diagnosed with a foodborne illness.
- Symptoms associated with foodborne illnesses.
- Hazards involved in consuming raw or undercooked meat, poultry, eggs and fish.
- Required temperatures and times for TCS food during cold holding, hot holding, cooking, cooling, and reheating.

Wisconsin Food Code requirements include:

- Understanding major food allergens and the symptoms of an allergic reaction.
- Familiarity with the water source for the food establishment and how it is protected from backflow and cross connections.
- How the establishment's approved equipment is sufficient to ensure food safety.
- Procedures for cleaning and sanitizing food-contact surfaces.
- How to identify toxic materials and ensure their safe storage, handling and disposal.

- Responsibilities of the PIC, employees and the regulatory authority.
- How the establishment complies with employee illness requirements, such as reporting, and exclusion or restriction.

Hazard Analysis Critical Control Point (HACCP) principles include:

- Identifying critical control points from purchasing through sale or service, and steps to ensure the points are controlled.
- How to comply with a HACCP plan (if it's required), an approved procedure, or a risk control plan.