



Waco-McLennan County Public Health District

Environmental Health Division
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DUTIES OF THE PERSON IN CHARGE

The Food Manager is considered the person in charge. By law, the person in charge is responsible for several duties:

- Keeping unauthorized people out of the kitchen area.
- Making sure that everyone who enters the kitchen follows the rules.
- Monitoring employee hand wash procedures.
- Making sure that all foods entering the kitchen are in sound condition and at the correct temperature.
- Making sure employees are properly cooking all foods.
- Checking to ensure that all cooling and storage of food is done properly.
- Making sure that all equipment and utensils are properly washed and sanitized.
- Preventing any cross-contamination.
- Monitoring employees to make sure those with illnesses are properly restricted or excluded.
- And being able to demonstrate knowledge of:
 - The relationship between food borne disease and employee personal hygiene.
 - Responsibilities when an employee reports a possible illness.
 - What the symptoms of food-borne illnesses are.
 - The significance of time and temperature in regards to potentially hazardous foods and the spread of food borne disease.
 - The hazards of raw or undercooked food.
 - The correct temperatures for cooking, holding, and refrigerating food.
 - The relationship between the spread of food borne illnesses and:
 - ✓ cross-contamination
 - ✓ handling ready to eat foods
 - ✓ hand washing
 - ✓ facilities maintenance
- Proper maintenance of equipment.
- The correct procedures for cleaning and sanitizing utensils and food contact surfaces.
- How to protect water sources from cross contamination.
- The safe usage and storage of toxic chemicals.
- The responsibilities, rights, and authorities assigned to the employees, the person in charge, and the regulatory authorities.