

OPERATING STANDARDS

1.2 PERSON IN CHARGE



During operational hours, a designated Person In Charge must be present at all times. A continuous presence of someone in the unit who is responsible for monitoring and managing all food operations and who is authorized to take actions is critical to ensure that Compass Group food safety standards are met.

STANDARD

- A designated Person In Charge must be present at all times during all hours of operation.
- The Person In Charge must have a current Food Safety Manager certification and able to respond to emergency events as well as answer questions by health inspectors.

MUST DO

- **Assign** member(s) of the team to be the designated Person In Charge.
- **Ensure** each designated Person In Charge receives the approved training and maintains a current Food Manager certification.
- **Ensure** a Person In Charge is present at all times of unit operation.
- **Maintain** a copy of Food Manager certification onsite for each Person In Charge.

CORRECTIVE ACTION

- All Persons In Charge must ensure they begin the renewal process prior to certificate expiration.

AVAILABLE FSQA FORM

- [QAF-24](#) Manager's Food Safety Planning Guide

AVAILABLE TRAINING

- Video training: [Managing Food Safety: Responsibilities, Strategies, & Compliance](#)
- [5 Minutes on Food Safety - Topic 1](#): Person In Charge

COMBINED ASSESSMENT

- Q103 – Review the Food Safety Certified Manager documentation.

HELPFUL LINKS

- Refer to [Section 1.1 Manager Food Safety Training](#)
- [Manager's Guide to Food Safety](#)
- [Food Safety for Schools Guide](#) (Chartwells K-12)
- [ServSafe Manager Certification Training](#)

FOOD CODE REFERENCE

- 2-1 Supervision