
Alternate Person in Charge Demonstrated Knowledge Statement

Pursuant to Public Health Code (PHC) Section: 19-13-B42(s)(8)(B) and 19-13B49(t)(7)(B), the owner or manager of the food service / catering food service establishment shall designate an alternate person who has demonstrated the elements of knowledge and competency listed below, as per PHC Section 19-13B42(s)(6), 19-13-B4-(t)(5), to be in charge at all times when the qualified food operator cannot be present.

The alternate person in charge shall be responsible for ensuring that all employees comply with the regulations and that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing the inspection report.

A signed statement must be provided by the owner/operator of the food service or catering food service establishment (as applicable), attesting that the alternate person in charge has demonstrated knowledge of food safety as specified below:

(A) Elements of Knowledge

- i. Identify foodborne illness – define terms associated with foodborne illness; recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination; define and recognize potentially hazardous foods; define and recognize illness that can be associated with chemical and physical contamination; define and recognize the major contributing factors for foodborne illness; recognize how microorganisms cause foodborne disease.
- ii. Identify time/temperature relationship with foodborne illness – recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production); describe the use of thermometers in monitoring food temperatures.
- iii. Describe the relationship between personal hygiene and food safety – recognize the association between hand contact and foodborne illness; recognize the association between personal habits and behaviors and foodborne illness; recognize how policies, procedures, and management contribute to improved food hygiene practices.
- iv. Describe methods for preventing food contamination from purchasing to serving – define terms associated with contamination; identify potential hazards prior to deliver and during delivery; identify potential hazards and methods to minimize or eliminate hazards after delivery.
- v. Identify and apply correct procedures for cleaning and sanitizing equipment and utensils – define terms associated with cleaning and sanitizing; apply principles of cleaning and sanitizing; identifying materials, equipment, detergent, sanitizer, apply appropriate methods of cleaning and sanitizing; identifying frequency of cleaning and sanitizing.
- vi. Recognize problems and potential solutions associated with facility, equipment, and layout – identify facility, design, and construction suitable for food service establishments; identify equipment and utensil design and location.
- vii. Recognize problems and potential solutions associated with temperature control, preventing cross contamination, housekeeping and maintenance – implement self-inspection program; implement pest control program; implement cleaning schedules and procedures; implement equipment and facility maintenance program.
- viii. Identify and recognize the foods most commonly associated with food allergies.

(B) Demonstrable Elements of Competency

- i. Assess the potential for foodborne illness in a food service establishment – perform operational food safety assessment; recognize and develop standards, policies and procedures, select and train employees; implement self-audit / inspection program; revise policy and procedure (feedback loop); implement crisis management program.
- ii. Assess and manage the process flow – identify approved source; implement and maintain a receiving program; implement and maintain storage procedures; implement and maintain preparation procedures; implement and maintain holding / service / display procedures; implement and maintain cooling and post-preparation storage procedures; implement and maintain re-service procedures; implement and maintain transportation procedures.

I _____ attest that _____
(Print name of Owner or Operator) (Print name of Alternate Person in Charge)

is employed as the alternate person in charge and has demonstrated to me the elements of knowledge and demonstrable elements of competency as described in A and B, as listed above.

Signature and Title _____ Date _____
(Signed by Owner/Operator of the Establishment)

Signature and Title _____ Date _____
(Signed by Alternate Person in Charge)

Name of Establishment _____

Address of Establishment _____

City State Zip Code