

UNIT TITLE: ORGANISE AND PREPARE FOOD PRODUCTS AND SERVICES		NOMINAL HOURS: 35
UNIT NUMBER: D1.HRS.CL1.10		
UNIT DESCRIPTOR: This unit deals with skills and knowledge required to undertake mise-en-place duties to support the production of finished menu items in a kitchen		
ELEMENTS AND PERFORMANCE CRITERIA	UNIT VARIABLE AND ASSESSMENT GUIDE	
<p>Element 1: Organise and prepare equipment and utensils for use</p> <p>1.1 Identify <i>equipment and utensils</i> that may be used in <i>mise-en-place tasks</i></p> <p>1.2 <i>Select and assemble</i> the equipment and utensils for required mise-en-place tasks</p> <p>1.3 Use equipment and utensils to perform mise-en-place tasks</p> <p>Element 2: Organise and prepare ingredients for mise-en-place tasks</p> <p>2.1 Identify <i>ingredients</i> that may be used for mise-en-place tasks</p> <p>2.2 <i>Select and assemble the ingredients</i> for required mise-en-place tasks</p> <p>2.3 <i>Prepare ingredients</i> in accordance with identified need</p> <p>Element 3: Prepare meat, seafood and poultry</p> <p>3.1 Perform mise-en-place tasks with <i>meat</i></p> <p>3.2 Perform mise-en-place tasks with <i>seafood</i></p>	<p>Unit Variables</p> <p>The Unit Variables provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment</p> <p>This unit applies to all industry sectors that organise and prepare food products for service within the labour divisions of the hotel and travel industries and may include:</p> <ol style="list-style-type: none"> 1. Food and Beverage Service 2. Food Production. <p>Equipment and utensils may include:</p> <ul style="list-style-type: none"> • Weighing scales and portion-control utensils • Knives, cleavers and hand-held utensils • Food processors, slicers, mixers and blenders • Pots, bowls, pans and small kitchen equipment • Grillers, salamanders and fryers • Items unique to the host enterprise or host country required to prepare specialist cuisine • Holding equipment, including refrigeration and freezer units, bain maries. <p><i>Mise-en-place tasks</i> may include:</p> <ul style="list-style-type: none"> • Preparing, cleaning, washing and sanitising of raw materials 	

3.3 Perform mise-en-place tasks with *poultry*

3.4 Perform mise-en-place tasks with *game*

- Opening of containers, such as jars, tins, cartons, packages and removal of items ready for use
- Trimming, peeling, juicing, cutting, slicing, filleting, boning, mincing, shredding, chopping, dicing, crushing and skinning
- Weighing and portioning of ingredients
- Sifting, combining and mixing
- Preparing and applying crumbs and batters
- Preparing basic items, including croutons, garnishes, compound butters and simple sauces
- De-frosting of frozen product
- Pre-cooking and par-cooking items for later completion
- Storing prepared items ready for use.

Select and assemble equipment and utensils must include:

- Cleanliness of items
- Choice of correct type(s) and size(s) of equipment and utensils
- Collecting equipment and utensils in the necessary numbers
- Ensuring safety of equipment and utensils
- Ensuring selection of equipment and utensils matches designated mise-en-place tasks
- Physically assemble equipment that requires assembly
- Ensuring full operational effectiveness of equipment and utensils.

Ingredients may include raw and pre-prepared/convenience and must include:

- Dairy products and eggs, including alternatives such as soy
- Meat, fish/seafood and poultry, fresh, frozen and processed

- Dry goods, including herbs, spices, flours, sugar, rice, pasta, bread products and boosters
- Fruit and vegetables
- Smallgoods
- Items unique to the host enterprise or host country required to prepare specialist cuisine
- Liquid ingredients, including juices, milk, cream, alcohol, vinegar and oils.

Select and assemble the ingredients should include:

- Reference to menus being presented, bookings received and service style being offered
- Establishment requirements in relation to standard recipes, house preferences, signature dishes and recipe cards
- Matching type and quality of ingredient selected to intended use of the item
- Ensuring the safety of all foodstuffs selected
- Ensuring quantity of ingredients assembled matches identified/expected trading demand
- Protecting the integrity and food safety of items selected until mise-en-place tasks commence
- Safely transporting, and storing, foods to the mise-en-place area
- Completing necessary internal documentation to reflect stock use.

Prepare ingredients must reflect the tasks identified in *mise-en-place tasks* (above) and include:

- Preparing items that conform with identified need
- Safe food handling practices
- Techniques unique to the host enterprise or host country required to prepare specialist cuisine

- Timely preparation to meet workflow requirements of the enterprise and support operational cooking and food preparation demands

- Waste minimisation.

Meat may include:

- Beef, lamb, pork, venison, veal, mutton, goat, offal, exotic meats, which may include but is not limited to camel, crocodile, ostrich, kangaroo and wild boar
- All cuts, including bone-in, boneless, full carcasses, sides and quarters, skin-on and skin-off products
- Fresh and frozen products.

Seafood may include:

- Fish, including whole and fillets; flat and round
- Fish types may include, but are not limited to, anchovy, bass, bream, cod, eel, flounder, haddock, halibut, kingfish, mackerel, mahi mahi, sanddab, salmon, snapper, sole, trout, tuna, turbot, whiting
- Roe, including caviar, ikura, kazunoko, lumpfish, masago, shad roe, tobiko
- Mollusks, including abalone, clam, cockles, conch, cuttlefish, mussels, octopus, oyster, periwinkle, squid, scallop
- Crustaceans, including crab, crayfish, lobster, shrimps/prawns, bugs
- Fresh and frozen products.

Poultry may include:

- Chicken, duck, turkey, goose, quail, squab, peacock
- All cuts, including whole birds
- Dressed and un-dressed birds
- Fresh and frozen products.

Game may include:

- Rabbits, hare, swine
- Processed, fresh and frozen products.

Assessment Guide

The following skills and knowledge must be assessed as part of this unit:

- Ability to identify food products by sight
- Ability to match ingredient quality to intended final product/use
- Knowledge of safe food handling practices and procedures
- Knowledge of safe knife handling skills, including the ability to produce a range of vegetables cuts
- Knowledge of safe equipment/utensil utilisation and operational skills
- Ability to interpret and adhere to internal recipes
- Ability to perform nominated mise-en-place tasks for each of the following:
 - Entrees
 - Compound butters
 - Batters
 - Garnishes
 - Main courses
 - Dessertswhich must include use of dry goods, meat, seafood and poultry in-keeping with the needs of the host enterprise and/or host country
- Knowledge of waste minimisation, including suitable alternative uses, where appropriate, such as for trimmings.

Linkages To Other Units

- Comply with workplace hygiene procedures
- Implement occupational health and safety procedures
- Prepare and store food in a safe and hygienic manner
- Apply basic techniques of commercial cookery
- Prepare a variety of sandwiches
- Prepare and cook poultry and game meats
- Prepare and cook seafood
- Prepare appetisers and salads
- Prepare hot and cold dessert dishes
- Prepare soups
- Prepare stock and sauces
- Prepare vegetables, eggs and farinaceous dishes
- Select, prepare and serve special cuisines.

Critical Aspects of Assessment

Evidence of the following is essential:

- Understanding of why correct food handling procedures must be followed
- Demonstrated ability to apply mise-en-place skills
- Demonstrated ability to adhere to correct personal hygiene practices
- Demonstrated ability to produce end-products that match identified need in a timely fashion.

Context of Assessment

This unit may be assessed on or off the job:

- Assessment should include practical demonstration either in the workplace or through a simulation activity, supported by a range of methods to assess underpinning knowledge
- Assessment *must* relate to the individual's work area or area of responsibility.

Resource Implications

Training and assessment to include access to a real or simulated workplace and the use of real equipment, utensils and foodstuffs; and access to workplace standards, procedures, policies, guidelines, tools and equipment.

Assessment Methods

The following methods may be used to assess competency for this unit:

- Case studies
- Observation of practical candidate performance
- Oral and written questions
- Portfolio evidence
- Problem solving
- Role plays
- Third party reports completed by a supervisor
- Project and assignment work.

Key Competencies in this Unit

Level 1 = competence to undertake tasks effectively

Level 2 = competence to manage tasks

Level 3 = competence to use concepts for evaluating

	Key Competencies	Level	Examples
	Collecting, organising and analysing information	2	Select and assemble ingredients, equipment and utensils; interpret recipes
	Communicating ideas and information	1	Liaise with kitchen staff to identify their needs, preferences, timelines and priorities
	Planning and organising activities	2	Schedule personal workload to meet designated timelines and the needs of others
	Working with others and in teams	1	Support the efforts of other kitchen staff
	Using mathematical ideas and techniques	2	Calculate ingredients, portions, preparation times and temperatures
	Solving problems	1	Overcome or work around shortages of raw materials, equipment malfunctions and/or breakdowns
	Using technology	1	Operate kitchen equipment