

UNIT TITLE: APPLY STANDARD SAFETY PROCEDURES FOR HANDLING FOODSTUFFS		NOMINAL HOURS: 45
UNIT NUMBER: D1.HRS.CL1.02		
UNIT DESCRIPTOR: This unit deals with the skills and knowledge required to apply standard safety procedures for handling foodstuffs in a range of settings within the in the hotel and travel industries workplace context		
ELEMENTS AND PERFORMANCE CRITERIA	UNIT VARIABLE AND ASSESSMENT GUIDE	
<p>Element 1: Identify hazards and risks</p> <p>1.1 Identify key <i>hazards and risks</i> associated with the individual work role</p> <p>1.2 Check own work area to identify hazards and risks</p> <p>Element 2: Follow enterprise hygiene standards, procedures and practices</p> <p>2.1 Implement required personal hygiene practices</p> <p>2.2 Maintain clothing to meet work area standards</p> <p>2.3 Follow <i>hygiene procedures</i> in accordance with enterprise requirements</p> <p>Element 3: Handle and store foodstuffs</p> <p>3.1 Handle and store <i>foodstuffs</i> according to enterprise guidelines</p> <p>3.2 Handle and store foodstuffs in a manner that avoids damage and <i>contamination</i>, meets hygiene standards, and maintains quality</p> <p>3.3 Store foodstuffs at the correct temperature</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 standard safety procedures for handling foodstuffs 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><i>Hazards and risks</i> may include:</p> <ul style="list-style-type: none"> • Biological hazards, such as bacteria, moulds, yeast, other organic matter and contaminants • Physical hazards, including broken glass, metal, plastic, foreign matter, dirt, etc • Chemical hazards, such as additives, chemicals and natural poisons • Hygiene, such as personal habits, illness, clothing and cleanliness of self, work area and equipment. <p><i>Hygiene procedures</i> may include enterprise procedures covering:</p> <ul style="list-style-type: none"> • Personal habits/hygiene • Using protective clothing • Equipment/work area • Product contamination/cross contamination. 	

Element 4: Follow food safety program

- 4.1 Ensure work activities conform with the enterprise food safety program
- 4.2 Identify and monitor areas of risk in individual work area
- 4.3 Take corrective actions within individual scope of responsibilities to minimise risk in accordance with the enterprise food safety program
- 4.4 Report risks beyond the control of the individual to the *appropriate person(s)*
- 4.5 Complete *records* according to enterprise requirements and work responsibility

Foodstuffs may include:

- Meat, such as beef, pork, lamb and chicken
- Fish and shellfish
- Commodities, including fresh, dried and preserved
- Cooked and raw product
- Fruits and vegetables
- Dry goods
- Frozen foods
- Pre-prepared food products.

Contamination may include:

- Cross contamination when a cooked product is contaminated by contact with a raw product
- Edible product contaminated by waste
- Biological contamination, such as bacteria, moulds, yeast, other organic matter and contaminants
- Physical contamination, including broken glass, metal, plastic, foreign matter, dirt
- Chemical contamination, such as additives, chemicals and natural poisons.

Appropriate persons may include:

- Supervisors
- Managers
- Local authorities.

Records may include:

- Temperature charts

- Delivery information
- Storage information
- First In First Out (FIFO)
- Use by dates.

Assessment Guide

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

- Knowledge of the enterprise's policies and procedures in regard to complying with the enterprise food safety program
- Understanding the basic principles of food safety
- Demonstrated ability to follow food safety procedures when moving food between locations
- Demonstrated ability to use storage equipment.

Linkages to other units

- Comply with workplace hygiene procedures
- Receive and store kitchen supplies and food stock
- Maintain strategies for safe storage of prepared foods
- Receive and store stock.

Critical Aspects of Assessment

Evidence of the following is essential:

- Demonstrated ability to inspect the work area to identify common foodstuff safety hazards/risks
- Demonstrated ability to maintain personal hygiene and conduct to minimize risk to food products
- Knowledge of handling and storing foodstuffs.

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 workplace documents 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 and reshaping tasks

	Key Competencies	Level	Examples
	Collecting, organising and analysing information	1	Interpret procedures correctly
	Communicating ideas and information	1-	Share information with other staff
	Planning and organising activities	1	Prioritise actions
	Working with others and in teams	1	Identify and minimise hazards
	Using mathematical ideas and techniques	-	
	Solving problems	1	Use relevant enterprise procedures to resolve problems
	Using technology	-1	Use temperature recording equipment