

UNIT TITLE: CLEAN AND MAINTAIN KITCHEN EQUIPMENT AND UTENSILS		NOMINAL HOURS: 20
UNIT NUMBER: D1.HRS.CL1.03		
UNIT DESCRIPTOR: This unit deals with skills and knowledge required to clean kitchen premises, and to clean and perform basic maintenance on, equipment, utensils and premises within the hotel industries workplace context		
ELEMENTS AND PERFORMANCE CRITERIA	UNIT VARIABLE AND ASSESSMENT GUIDE	
<p>Element 1: Clean kitchen premises</p> <p>1.1 Identify the <i>areas that may require cleaning</i> in a kitchen premises environment and the <i>frequency of cleaning</i> for each identified area</p> <p>1.2 Select appropriate <i>cleaning utensils and chemicals</i></p> <p>1.3 Implement cleaning procedures in accordance with <i>enterprise and legislated requirements</i></p> <p>1.4 Identify and address <i>cleaning and sanitizing needs that arise</i> in addition to scheduled cleaning requirements</p> <p>1.5 <i>Store cleaning items</i> and chemicals, and clean where applicable, after cleaning has been completed</p> <p>1.6 Follow <i>emergency first aid procedures</i> in the event of a cleaning-related incident or accident</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 are responsible for the cleaning and maintaining of kitchen equipment and utensils 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>Areas that may require cleaning</i> may include:</p> <ul style="list-style-type: none"> • Floors, walls and ceilings • Doors and windows • Shelving and cupboards • Food preparation surfaces, including fixed and mobile benches • Exhaust fans, light covers, drains, sinks and food disposal units • Receival areas, store rooms for dry, refrigerated and frozen items, service areas, preparation areas and rubbish storage areas. 	

<p>Element 2: Clean and maintain kitchen equipment and utensils</p> <p>2.1 Identify the <i>equipment and utensils that may require cleaning</i> in a kitchen premises environment and the frequency of cleaning for each identified item</p> <p>2.2 Select appropriate cleaning utensils and chemicals</p> <p>2.3 Implement cleaning procedures in accordance with enterprise and legislated requirements</p> <p>2.4 <i>Store and protect equipment and utensils</i> that have been cleaned ready for future use</p> <p>2.5 Store cleaning items and chemicals, and clean where applicable, after cleaning has been completed</p> <p>2.6 Follow emergency first aid procedures in the event of a cleaning-related incident or accident</p> <p>Element 3: Perform basic maintenance on kitchen equipment, utensils and premises</p> <p>3.1 Perform <i>basic premises maintenance</i> activities as necessary</p> <p>3.2 Perform <i>basic maintenance activities on equipment and utensils</i> as necessary</p> <p>3.3 Report maintenance requirements that cannot be satisfactorily addressed</p>	<p><i>Frequency of cleaning</i> may include:</p> <ul style="list-style-type: none"> • After each use • After each session • Daily, weekly, fortnightly, monthly, three-monthly and half-yearly • Disassembling and reassembling equipment and items in line with cleaning requirements at each cleaning activity. <p><i>Cleaning utensils and chemicals</i> should include:</p> <ul style="list-style-type: none"> • Brooms, mops, high pressure hoses, cleaning cloths, squeegees, buckets, brushes, floor scrubbers • Cleaning chemicals, including detergents, sanitizers, deodorants, de-greasers, disinfectants, drying agents • Consideration of safe manual handling techniques when using cleaning equipment and when lifting, moving or cleaning heavy, hot, cold, wet, slippery, or otherwise dangerous items. <p><i>Enterprise and legislated requirements</i> will relate to:</p> <ul style="list-style-type: none"> • Understanding and implementation of the food safety plan/program for the premises • Implementation of workplace cleaning rosters, schedules and cleaning sheets • Details of policies and procedures of the host enterprise • Details of the statutory requirements of the legislation of the host country in regard to the safety and hygiene of food premises, and environmental concerns relating to waste disposal especially of food waste, fats and oils and chemical agents. <p><i>Cleaning and sanitizing needs that arise</i> may relate to:</p> <ul style="list-style-type: none"> • Spills and dropped items • Immediate need for items/areas that are not scheduled for immediate cleaning
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Element 4: Handle waste and laundry requirements

- 4.1 Dispose of *internal waste* in accordance with enterprise and legislated requirements
- 4.2 Maintain waste disposal area in a clean and sanitary condition
- 4.3 Gather *dirty linen* from kitchen and associated departments and *process dirty linen*

- Workplace incidents and accidents that should include cleaning up in all back-of-house areas, such as receival areas, stores, preparation areas, plating and service areas

- Equipment overflow or malfunction.

Store cleaning items should include:

- Cleaning and sanitizing equipment
- Undertaking basic repairs and maintenance
- Ordering or requisitioning replacement items and/or chemicals
- Replacing cleaning items and chemicals into the designated location ready for immediate re-use.

Emergency first aid procedures may include:

- Notifying internal first aid officers of emergencies
- Contacting external emergency services for assistance
- Administering basic first aid for minor cuts, bruises, abrasions, burns and scalds
- Administering basic first aid in accordance with relevant chemical information sheets where chemicals have been spilled on skin, been ingested, or have entered into the eyes.

Equipment and utensils that may require cleaning may include:

- All types of gas, electrical and steam-powered food preparation equipment including:
 - Large kitchen equipment, such as dishwashers, stoves, bratt pans, provers, deep fat fryers, grill plates, mixers, bain maries, general cooking appliances, waste disposal units
 - Medium-size equipment, such as blending sticks, microwaves, mixers, salamanders
 - Small equipment, such as toasters, slicers, hand-held electrical equipment
- Saucepans, fry pans, pots, pans, steamers, dishes, cutlery, whisks, strainers, knives
- Food containers, chopping boards, platters, bowls, presentation stands and units
- Internal and external waste and rubbish bins.

Store and protect equipment and utensils may involve:

- Drying items prior to storage
- Checking for damaged items and taking damaged items that pose a food safety, or other risk, out of service
- Protecting clean items from re-contamination
- Ordering or requisitioning new/extra items where stock levels fall below acceptable levels
- Handling items so as to avoid damage and injury.

Basic premises maintenance may include:

- Tightening loose fittings
- Replacing minor items that are damaged, that pose a food safety or other risk, or which pose a threat to operational effectiveness
- Replacing light globes, tubes, starters and covers, as required
- Replacing torn or damaged fly screens
- Taking short-term remedial action to prevent a dangerous, or sub-standard situation, from worsening
- Contacting the relevant person/department to effect professional repairs, as required.

Basic maintenance activities on equipment and utensils may include:

- Oiling and greasing
- Following manufacturer's instructions in relation to on-site basic preventative maintenance
- Tightening screws, replacing user-serviceable parts such as filters, washers, strainers, seals, and o-rings
- Taking unserviceable units out of service
- Reporting items that are dangerous and/or which are unable to be repaired/maintained in-house.

Internal waste may include:

- Food waste
- Liquid waste
- Chemical waste
- Fats and oils
- Food wrapping, including containers, cartons, plastic material, bottles, jars and glass, cans, aluminium-based products, recyclable materials, paper and cardboard
- Waste matter from departments serviced by the kitchen.

Dirty linen may include:

- Uniforms
- Cleaning cloths, tea towels
- Table linen
- Linen from departments serviced by the kitchen.

Process dirty linen may include:

- Sorting into designated types and piles
- Identifying and marking stains
- Notifying the laundry of laundry requirements by type and quantity
- Transporting dirty linen to the laundry
- Returning clean linen to the kitchen.

Assessment Guide

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

- Knowledge of enterprise standards relating to cleaning, cleanliness and sanitation

- Knowledge of basic principles of cleaning, following a logical and efficient work flow
- Ability to safely use chemicals in a cleaning context
- Ability to adhere to the food safety plan/program used by the host enterprise
- Knowledge of food safety hazards posed by unclean premises, equipment and utensils in the workplace
- Knowledge of sources of equipment/utensils contamination and how to identify and minimize/eliminate them
- Overview of the relevant host country legislation in relation to cleaning and general maintenance, and overall condition of food premises and food equipment and utensils
- Ability to use cleaning and sanitizing chemicals, techniques and protocols
- Knowledge of basic first aid procedures to be used in the event of chemical poisoning or accident
- Ability to undertake basic maintenance duties in kitchens, on food premises and with food equipment/utensils
- Knowledge of safe manual handling techniques.

Linkages To Other Units

- Comply with workplace hygiene procedures
- Implement occupational health and safety procedures
- Establish and maintain a safe working environment
- Launder linen and guests' clothes
- Clean and maintain industrial work area and equipment
- Follow safety and security procedures.

Critical Aspects of Assessment

Evidence of the following is essential:

- Understanding of the food safety plan/program cleaning requirements for the host enterprise
- Demonstrated ability to clean a range of nominated food areas within a kitchen context
- Demonstrated ability to clean and sanitise a range of nominated food-related pieces of equipment, and items of utensils
- Demonstrated ability to clean and store cleaning materials
- Demonstrated ability to provide basic maintenance activities on premises and equipment / utensils in a kitchen environment.

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 use of real products, materials, premises, equipment, utensils, chemicals and maintenance gear; 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	Read instructions and labels, clean schedules, maintenance requirements
Communicating ideas and information	1	Report maintenance needs and cleaning issues to others
Planning and organising activities	2	Schedule cleaning and maintenance activities
Working with others and in teams	1	Liaise with kitchen staff to address identified needs and problems; undertake cleaning activities to support emerging workplace demands
Using mathematical ideas and techniques	1	Calculate quantities of chemicals required for cleaning and identifying food-related times and temperatures
Solving problems	2	Repair and maintain premises, equipment and utensils
Using technology	1	Operate cleaning equipment and repair tools