

UNIT TITLE: PREPARE AND STORE FOODS	NOMINAL HOURS: 70
UNIT NUMBER: D1.HCC.CL2.11	
UNIT DESCRIPTOR: This unit deals with skills and knowledge required by cooks and chefs to organise and prepare a variety of foods for the kitchen. It focuses on general food preparation and storage techniques in commercial food production environments	
ELEMENTS AND PERFORMANCE CRITERIA	UNIT VARIABLE AND ASSESSMENT GUIDE
<p>Element 1: Identify and collect food items required for preparations</p> <p>1.1 <i>Identify a range of food items</i> correctly</p> <p>1.2 <i>Collect food items</i> as required for standard recipes</p> <p>1.3 <i>Measure and assemble</i> food items correctly for standard recipes</p> <p>1.4 Maintain food items at <i>correct temperature</i> during preparation</p> <p>1.5 Apply correct <i>food handling techniques</i></p> <p>Element 2: Prepare eggs and dairy</p> <p>2.1 Use eggs and dairy products efficiently to <i>minimise wastage</i></p> <p>2.2 Maintain food items at correct temperature during preparation</p> <p>2.3 Apply correct food handling techniques</p> <p>Element 3: Prepare dry goods</p> <p>3.1 Use dry goods efficiently to minimise wastage</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 prepare and store food products within the labour divisions of the hotel and travel industries and may include:</p> <p>1 Food Production.</p> <p>Identify a range of food items may be related to:</p> <ul style="list-style-type: none"> • Vegetables and fruits • Meat, poultry and seafood • Nuts and grains • Starch products, such as rice, pasta, cous cous and potato • Eggs and dairy • Dry goods • Cultural items. <p>Collect food items will include:</p> <ul style="list-style-type: none"> • Quality and quantity • Sourcing items • Select appropriateness.

<p>3.2 Maintain food items at correct temperature during preparation</p> <p>3.3 Apply correct food handling techniques</p> <p>Element 4: Prepare fruit and vegetables</p> <p>4.1 <i>Clean</i> fruit and vegetable items correctly</p> <p>4.2 <i>Prepare</i> fruit and vegetable items using standard techniques</p> <p>4.3 Use fruit and vegetable efficiently to minimise wastage</p> <p>4.4 Maintain food items at correct temperature during preparation</p> <p>4.5 Apply correct food handling techniques</p> <p>Element 5: Prepare meat, poultry and seafood</p> <p>5.1 Clean meat, poultry and seafood items correctly</p> <p>5.2 Prepare meat, poultry and game items using standard techniques</p> <p>5.3 Use meat, poultry and seafood efficiently to minimise wastage</p> <p>5.4 Maintain food items at correct temperature during preparation</p> <p>5.5 Apply correct food handling techniques</p> <p>Element 6: Assemble and use equipment</p> <p>6.1 Select appropriate <i>equipment</i></p> <p>6.2 Use equipment <i>correctly and safely</i> to enterprise and manufacturer's instructions</p>	<p>Measure and assemble may be related to:</p> <ul style="list-style-type: none"> • <i>Mise en place</i>, to prepare for standard recipes • Weighing, weights and measures • Sifting, flour and cocoa • Measuring, oil, milk, water and vinegar • Cutting, dicing, trimming, mince and slice. <p>Correct temperature will include:</p> <ul style="list-style-type: none"> • Temperature time lines • Legislative requirements • Quantities of items • Quality retaining. <p>Food handling techniques should relate to:</p> <ul style="list-style-type: none"> • Cross-contamination • Personal hygiene • Storage and temperature control • Sanitation. <p>Minimise wastage will include:</p> <ul style="list-style-type: none"> • Menu and variety preplanning • Quantities calculated for production • Use and storage of leftovers • Efficient preparation time to minimise spoilage • Trimming, dicing and mincing
--	---

6.3 *Dismantle* and clean equipment after use

6.4 Report *equipment faults* to appropriate personal

Element 7: Store prepared foods

7.1 Store foods under appropriate *conditions* and locations to ensure freshness and quality

7.2 Select *appropriate containers*

7.3 *Label* appropriately

7.4 Ensure freshness and quality through *first in, first out*

- Itemised cuts/muscle groups
- Identifying wastage
- Suitable dishes/products.

Clean should relate to:

- Peeling
- Trimming
- Top and tail
- Washing
- Skinning
- De-seeding.

Prepare may relate to:

- Vegetable cuts, including dice, slice, segment and other classical cuts and preparations
- Cultural cuts and shapes
- Enterprise safety.

Equipment may relate to:

- Correct for task
- Assembled correctly
- Alternative available.

Correctly and safely will include:

- Manufacturer's cleaning and operating recommendations
- Demonstrating sanitisation of equipment
- Power regulations
- Following enterprise safety and hygiene procedures.

Dismantle may be related to:

- Dismantling equipment safely
- Re-assembling equipment safely
- Identifying routine maintenance schedules
- Safe occupational health and safety requirements
- Correct storage location.

Equipment faults may be related to:

- Enterprise policies and procedures
- Recording fault
- Reporting fault
- Labelling faulty equipment.

Conditions may include:

- Cool room temperature
- Cool room placement
- Time in cool storage
- Freezer temperature
- Time in freezer storage
- Kitchen menu placement, such as larder, mains and banqueting
- Dry store conditions and placement
- Humidity.

Appropriate containers may include:

- Size to enable safe handling

- Type to suite product, including stainless steel, plastic and glass
- Separating ingredients, such as herbs, garnishes and dressings
- Position in cool storage
- Enterprise and local authorities' requirements.

Label should relate to:

- Date of production
- Item being stored
- Date defrosted, if applicable
- Reheated and cooled dates.

First In First Out (FIFO) should relate to:

- Receiving stock
- Rotating stock
- Labelling stock.

Assessment Guide

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

- Knowledge of which technique for preparation and storage of food is correct
- Ability to demonstrate a range of cutting techniques
- Ability to identify food products by sight, taste and consistency
- Ability to match ingredient quality to intended final product/use
- Ability to clean and maintain food working and storage areas
- General occupational health and safety procedures in the workplace

- Overview of the relevant legislation in relation to food handling, food storage, chemical storage and general premises food safety
- Ability to demonstrate safe equipment/utensils practical skills
- Ability to prepare a range of food products.

Linkages To Other Units

- Implement occupational health and safety procedures
- Work effectively with colleagues and customers
- Comply with workplace hygiene procedures
- Maintain strategies for safe food
- Present food.

Critical Aspects of Assessment

Evidence of the following is essential:

- Knowledge of the classifications and terminology used in the preparation and storage of foods
- Demonstrate safe and hygienic handling of products
- Appropriate portion control and wastage
- Demonstrate complimentary presentation, garnishing and techniques
- Demonstrate safe knife skills and other associated equipment
- Demonstration of commodity knowledge including quality aspects
- Demonstrated ability to prepare various foods from at least six different recipes and cultural backgrounds
- Demonstrated ability to store various foods to industry and enterprise standards
- Knowledge of appropriate portion control and wastage.

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
- Demonstration of skills on more than one occasion
- Preparation and storage of a variety food items within typical workplace conditions and timeframes.

Resource Implications

Training and assessment must include access and use of a fully equipped commercial kitchen, real ingredients and service equipment; 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	Determine requirements of standard recipes and/or menu requirements; collect equipment, commodities and ingredients; select and obtain commodities, organise ingredients and task sheets, read recipes and prepare task sheets
Communicating ideas and information	1	Share information with other kitchen and floor service staff; read recipes and instructions
Planning and organising activities	2	Work within time constraints in a logical sequence; plan logical and efficient sequence and timing of tasks
Working with others and in teams	1	Work cooperatively with other team members
Using mathematical ideas and techniques	1	Calculate portions, weigh and measure quantities against standard recipes
Solving problems	1	Identify and correct problems in the preparation and production of products such as ingredient quality and equipment failure
Using technology	1	Use mechanical kitchen equipment including weighing equipment