



Australian Government

FDFOP2016A Work in a food handling area for non-food handlers

Revision Number: 1

FDFOP2016A Work in a food handling area for non-food handlers

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to conduct work in a food handling area where the work does not involve direct food contact.
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Application of the Unit

Application of the unit	<p>Typical applications for this unit include stores/warehousing, cleaning and maintenance workers. This unit is not appropriate for a person who has direct contact with food and/or raw materials or ingredients. Where this is a requirement, refer to relevant core food safety units.</p> <p>This unit is based on and equivalent to the guideline food safety unit GFSWFHAA Carry out work in a food handling area.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain food safety while working in a food handling area	1.1. Food safety requirements related to work tasks are identified and followed 1.2. Work responsibilities are carried out so that the safety of food is maintained 1.3. Procedures or practices which are not consistent with workplace food safety program are identified and reported
2. Maintain food handling area in clean and orderly state	2.1. Equipment and the food handling area meet the cleaning and sanitation requirements of workplace food safety program 2.2. Work is conducted in accordance with workplace environmental guidelines 2.3. Waste is collected and disposed of according to workplace procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access and apply workplace information on food safety policies and procedures relating to own work
- fit and use appropriate personal protective clothing and equipment as required by work tasks to meet food business requirements
- maintain personal conduct consistent with workplace requirements
- check own work area to identify food safety hazards
- carry out work responsibilities to ensure that food safety is not compromised
- take necessary precautions when moving between or around the workplace and/or from one task to another to minimise the risk of contamination
- recognise and report situations or procedures that could compromise food safety according to workplace procedure, including following procedures in own work and related work area to report to the appropriate personnel, in required detail and in a timely manner
- take corrective or preventative action within level of responsibility
- report health conditions and illness as required by workplace food safety procedures
- sort and dispose of waste as required by work responsibility according to workplace procedure
- maintain housekeeping standards in work area
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- food safety requirements related to own work as determined by the workplace
- sources of advice on food safety issues and responsibilities in the workplace
- personal hygiene practices and clothing and footwear requirements associated with working in and moving in and between food handling areas and moving between food handling and non food-handling areas
- suitable standard for materials and equipment used in the food handling area, including materials that are unsuitable for use, such as breakable or dirty equipment/materials
- methods and procedures to be followed when carrying out work responsibilities in a food handling area to ensure that food safety is not compromised (this will

REQUIRED SKILLS AND KNOWLEDGE

depend on the nature of work responsibilities and food safety requirements as specified by the workplace)

- the types of contamination that can occur as a result of work activities, and procedures used to prevent these types of contamination from occurring
- cleaning and sanitation requirements and responsibilities, including cleaning methods appropriate to a food handling environment and those used in the specific food handling area
- waste collection, recycling and handling procedures
- housekeeping standards to be maintained in the work area

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify food handling procedures and food safety issues for work • apply food safety procedures when handling food products • identify and act on non-conformances • ensure cleaning standards are met • follow environmental and waste management procedures.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • food safety policies and procedures relevant to work function • work procedures, including procedures for entering and exiting food handling areas • work process and related services/resources • work area and related equipment to undertake work function • waste collection, treatment, recycling and/or disposal methods • monitoring and reporting system.
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role.</p>
<p>Guidance information for assessment</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Policies and procedures	Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements, site licences and industrial awards and agreements
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • standard operating procedures (SOPs) • advice on food safety requirements related to work function • standard forms • written or verbal instructions
Food handling area	Food handling area can refer to any work area where receiving, handling and inspecting, preparing, processing, packaging, storing and/or despatching occur
Examples of contamination that can result from work activities	<p>Examples of contamination that can result from work activities include:</p> <ul style="list-style-type: none"> • chemical contamination which could be caused by lubricants, resins and cleaning and sanitation chemicals • physical contamination which could be caused by metal, glass, plastic and cloths
Personal hygiene, clothing and footwear and requirements	Personal hygiene, clothing and footwear and requirements to report health conditions or illness must meet workplace requirements and procedures. At a minimum such procedures must ensure that any person in a food premises does not contaminate food, does not have unnecessary contact with ready-to-eat food and does not spit, smoke or use tobacco or similar in a food handling area. Refer to Food Safety Standard 3.2.2, Clause 17:3 and relevant state and territory regulations/legislation

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		