



Australian Government

Department of Education, Employment and Workplace Relations

SITHCCC003B Receive and store kitchen supplies

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to receive and store supplies in commercial cookery or catering operations. It focuses on the general stock handling procedures required for food and kitchen-related goods.

Supplies refer to all perishable and non-perishable goods received from both internal and external suppliers and maintained within a stock control system.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit

This unit applies to all hospitality and catering enterprises where kitchen supplies are received and stored, such as restaurants, hotels, clubs, cafeterias and other catering operations. Those undertaking this role would work under supervision and would usually be part of a team.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

This unit must be assessed after the following prerequisite unit:
SITXOHS002A Follow workplace hygiene procedures.

Employability Skills Information

Employability skills

The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Take delivery of supplies.

- 1.1 Check all incoming ***supplies*** against specifications, orders and delivery documentation taking into account quantity, size, weight, quality and freshness, according to enterprise procedures and regulatory requirements.
- 1.2 Identify and record information about the supplier, any ***temperature checks*** undertaken, any ***variations and discrepancies*** and report them to the appropriate person.
- 1.3 Inspect supplied items for damage, quality, use-by dates, breakages or discrepancies and record details

ELEMENT	PERFORMANCE CRITERIA
	<p>according to enterprise policy and <i>regulatory requirements</i>.</p> <p>1.4 Manage excess stock appropriately, according to enterprise policy.</p>
2 Store supplies.	<p>2.1 Transport supplies to appropriate storage area promptly, ensuring that stock is protected from loss, contamination, spoilage, temperature abuse and pests according to OHS and food safety procedures.</p> <p>2.2 Store supplies in appropriate <i>storage</i> area, ensuring compliance with enterprise procedures, food safety program, and regulatory requirements for temperature, ventilation and sanitation.</p> <p>2.3 Record supply levels accurately and promptly according to enterprise procedures and regulatory requirements.</p> <p>2.4 Label supplies according to enterprise procedures.</p>
3 Rotate and maintain supplies.	<p>3.1 Rotate supplies according to enterprise policy.</p> <p>3.2 Move and shift supplies according to safety and hygiene requirements.</p> <p>3.3 Check the quality of supplies and complete reports as required.</p> <p>3.4 Dispose of damaged or spoiled supplies according to enterprise and regulatory requirements.</p> <p>3.5 Safely dispose of all excess or spoilt stock and waste, especially hazardous substances, to minimise negative environmental impacts.</p> <p>3.6 Identify and report any problems promptly.</p> <p>3.7 Maintain storage areas in optimum condition, ensuring that they are clean, at required temperature, free from vermin or infestation and free from defects.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

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

- ability to use a thermometer correctly to undertake temperature checks using a thermometer for a range of foods at different temperatures
- logical and time-efficient work flow
- safe work practices, particularly in relation to lifting and handling, and stacking and transporting goods
- waste minimisation techniques and environmental considerations in relation to receipt and storage of kitchen supplies.
- problem-solving skills to deal with minor problems such as shortages, variations and errors
- literacy skills to read and check delivery documentation against order requirements and complete records relating to deliveries
- numeracy skills to count and check quantities of stock.

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

- principles of stock control, including:
 - rotation
 - correct storage procedures for specific goods
 - food segregation
 - checking for slow moving items
- common examples of stock control documentation and systems
- enterprise requirements and procedures related to the Australia New Zealand Food Standards Code and food safety programs
- suitable storage for the various types of food
- basic supplies and commodities
- hygiene procedures related to stock handling and storage
- correct and environmentally sound disposal methods for waste and in particular for hazardous substances.

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency

Evidence of the following is essential:

- ability to receive, handle and store kitchen supplies safely and efficiently
- knowledge of the OHS and hygiene issues related to receipt, handling and storage of supplies.

Context of and specific resources for assessment

Assessment must ensure:

- access to a range of perishable and non-perishable supplies
- demonstration of skills within a fully equipped kitchen storage area as defined in the Assessment Guidelines.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate receiving and storing supplies for an operational commercial kitchen
- written or oral questions to test knowledge of stock procedures for different food items
- review of workplace reports and records related to stock control, prepared by the candidate
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

EVIDENCE GUIDE

Assessing employability skills Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

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 in the performance criteria is detailed below.

- Supplies:***
- must include:
 - food, including dry goods, dairy products, meat and seafood, poultry, fruit and vegetables and frozen goods
 - may include:
 - beverages
 - utensils and equipment for food preparation
 - cleaning materials and equipment
 - linen, such as tea towels, serviettes, tablecloths and aprons
 - stationery, vouchers and tickets.
- Temperature checks*** may be taken for a range of foods at different temperatures, including:
- raw foods
 - ingredients
 - cold, frozen or reheated foods or ingredients.

RANGE STATEMENT

Variations and discrepancies must include:

- rejection of food that is likely to be contaminated, for example, it is at the incorrect temperature (food that is intended to be frozen but has thawed, or cold food that is in the temperature danger zone)
- packaged food that is exposed through damaged packaging
- incorrect quantities, amounts or weights
- wrong product.

Regulatory requirements include:

- Australia New Zealand Food Standards Code
- local, state or territory food safety regulations.

Storage may include:

- refrigeration
- freezers
- coolrooms
- dry stores.

Unit Sector(s)

Sector Hospitality

Competency field

Competency field Commercial Cookery and Catering