



Australian Government

Assessment Requirements for FBPRBK3016 Control and order bakery stock

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has controlled and ordered bakery stock, including:

- controlling and ordering three types of bakery stock, including:
 - refrigerated goods
 - frozen goods
 - dry store goods
- checking stock re-order levels
- completing stock order forms
- checking the following five requirements during receiving of stock:
 - incoming stock against order specifications
 - packaging condition
 - date codes of perishable items
 - temperature of perishables
 - ordered stock against supply arrangements, including time and delivery arrangements
- adhering to the following three requirements during storage of stock:
 - applying date labels to stock with limited shelf life
 - checking the condition of storage containers for damage
 - using safe manual handling procedures for lifting and moving ingredients
- meeting the following five requirements while maintaining the storage of stock:
 - cleaning dry goods storage areas
 - cleaning refrigerated goods storage areas
 - cleaning frozen goods storage areas
 - checking storage areas for pest contamination and identifying pest infestation indicators
 - rotating stock according to date codes on ingredients, and recording out-of-date stock

- identifying and recording the following information in the process of ordering, receiving, storing and maintaining stores:
 - spoilt stock
 - stock losses
 - the cause of stock losses.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to controlling and ordering bakery stock
- food safety procedures applicable to controlling and ordering bakery stock, including:
 - using storage containers
 - labelling and coding stock
 - humidity
 - temperature
 - ventilation
 - protection from common pests
 - protection from heat
 - protection from air conditioning
 - protection from accidental damage by people
 - protection from environmental heat
 - protection from environmental light
 - sanitary cleanliness
- types of bakery stock, including:
 - refrigerated goods
 - frozen goods
 - dry store goods
- principles of stock control, including:
 - rotation and replenishment
 - supplier lead times
 - safety stock
 - stock re-order levels
 - product life cycle and maximising the use of all stock
 - checking for usage rates of stock
 - segregating non-food items from food items that have the potential to cause contamination
- storage areas and the cleaning requirements to maintain hygienic conditions, including:
 - dry stores
 - cool rooms

- freezers
- refrigerators
- types of contamination, including:
 - microbiological
 - chemical
 - physical
- types of stock quality checks, including:
 - type
 - quantity
 - use-by date
 - damaged packaging
 - odour
 - colour
- techniques for measuring and recording temperature in bakery stores
- bakery stores terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a retail bakery or an environment that accurately represents workplace conditions
 - designated delivery area
 - designated storage area for the bakery stock types required in the performance evidence
- resources, equipment and materials:
 - personal protective equipment
 - thermometer
 - refrigerated storage
 - frozen storage
 - dry storage
 - ingredients that meet the bakery stock types required in the performance evidence
 - temperature recording charts
- specifications:
 - food safe temperature tolerances
- relationships (internal and/or external):
 - bakery suppliers
- timeframes:
 - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>