



Australian Government

Department of Education, Employment and Workplace Relations

HLTFS203D Apply cook-freeze processes

Release: 1

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Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTFS203C Apply cook-freeze processes	HLTFS203D Apply cook-freeze processes	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required for the planned process of food preparation - cooking, freezing, storing, thawing and re-heating food to ensure microbiological safety and palatability

Application of the Unit

Application

This competency unit may be adapted to suit enterprise-specific production processes, for example a food production kitchen may not freeze food and its scope of operation may involve receiving pre-cooked and frozen food for storage, preparation, plating and distribution

Work is usually performed within a prescribed range of functions involving known routines and procedures

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Pre-requisite unit

This unit must be assessed after successful achievement of pre-requisite:

- HLTFS207C Follow basic food safety practices

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in *italics* are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Ensure goods are received and stored in accordance with appropriate food hygiene and health standards | 1.1 Check delivered goods to ensure correct quantities, appropriate use-by dates and temperature |
| | 1.2 Record temperature check results |
| | 1.3 Quickly move stock to freezer storage |
| | 1.4 Do not leave freezer doors open for extended periods of time |
| | 1.5 Check and record freezer temperatures according to health standard requirements |
| | 1.6 Report departure from established standards concerning the receipt of goods, temperature checks and stock quality |
| | 1.7 Rotate stock on a 'first in, first out' basis |
| | 1.8 Discard expired stock |

ELEMENT**PERFORMANCE CRITERIA**

2. Prepare and cook food to meet industry safety standards

- 2.1 Check raw food and ingredients for potential deterioration prior to preparation
- 2.2 Prepare and cook food according to quality control requirements and food standards for cook-freeze operations
- 2.3 Portion and pack food or place in correct containers for freezing

3. Freeze cooked food

- 3.1 Freeze food according to appropriate food safety standards
- 3.2 Place additional product in freezing unit after the freezing cycle is complete

4. Store frozen food

- 4.1 Safely relocate food items to a deep-freeze store
- 4.2 Label frozen food items according to food standards and codes of practice
- 4.3 Monitor storage temperatures

5. Prepare frozen food for reheating

- 5.1 Remove required items from freezer and place in chiller according to established procedures of the food service
- 5.2 Space trays to permit air circulation
- 5.3 Relax product to 0-4 degrees c within 24 hours
- 5.4 Safely transport or move to point of service while maintaining correct temperatures

ELEMENT**PERFORMANCE CRITERIA****6. Reheat food product**

- 6.1 Pre-heat oven to meet temperature standards
- 6.2 Prepare product for re-heating
- 6.3 Space trays to allow air flow
- 6.4 Use re-heating times according to manufacturer's recommendations, oven type, loading procedures and other established procedures for the food service
- 6.5 Check and record product temperature
- 6.6 Clean thermometers between checking each item
- 6.7 Undertake re-heating of non-relaxed food in emergencies according to established procedures of the food service

7. Serve re-heated food

- 7.1 Transfer re-heated food to heated bain marie
- 7.2 Maintain temperature at 70 degrees C
- 7.3 Minimise warm holdings
- 7.4 Maintain portion control
- 7.5 Serve or deliver the meal at a temperature that complies with food safety standards and policy of the food service

Required Skills and Knowledge

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Food storage and packing requirements
- Hazard analysis and critical control points (HACCP) requirements must be observed during the entire cook-freeze cycle
- WHS, infection control and hygiene regulations

- Principles and methods of food preparation
- Temperature specifications for the maintenance of food safety and quality
- Use of cook-freeze production equipment

Essential skills:

It is critical that the candidate demonstrate the ability to

- Demonstrate compliance with food safety and Hazard Analysis and Critical Control Points (HACCP) requirements during entire cook-freeze production and delivery process

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply problem solving skills - the ability to use available resources and prioritise workload
- Demonstrate manual handling of food
- Follow detailed and specific food handling and production procedures
- Perform temperature checks and recording
- Use literacy, numeracy and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility

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 this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of workplace performance is essential for assessment of this unit
- Consistency of performance should be demonstrated over the required range of workplace situations
- Observance of food safety and Hazard Analysis and Critical Control Points (HACCP) requirements

EVIDENCE GUIDE

during entire cook-freeze production and delivery process

Context of and specific resources for assessment:

- Assessment should replicate workplace conditions as far as possible
- Simulations may be used to represent workplace conditions as closely as possible
- Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible
- Resources essential for assessment include:
 - procedure manuals of the food service operation
 - food safety and HACCP procedure manuals
 - manufacturer's manuals and recommendations for equipment used in kitchen
 - food packaging and storage requirements

Method of assessment

- Observation in the work place (if possible)
- Written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Questioning
- Role play simulation
- Formal appraisal systems
- Supporting statement for supervisor(s)
- Authenticated evidence of relevant work experience and/or formal training

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

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. Add any 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.

- This unit applies to all catering operations where a cook-freeze system is used and includes production and receiving/finishing kitchens in::*
- Various institutions including residential care facilities and hospitals
 - Cafeteria/kiosks/canteens/cafes/and fast food shops
 - Events or function catering
 - Private catering
 - Meals-on-wheels

Unit Sector(s)

Not Applicable