



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTFS302D Prepare foods suitable for a range of food service settings**

**Release: 1**

## HLTFS302D Prepare foods suitable for a range of food service settings

### Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTFS302C Prepare foods suitable for a range of food service settings	HLTFS302D Prepare foods suitable for a range of food service settings	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 to prepare and present meals in a manner that meets the nutritional requirements of client groups in a range of community and health care food service settings

### Application of the Unit

#### Application

Work performed requires a range of well developed skills where some discretion and judgement is required. Individuals will take responsibility for their own outputs and may be limited responsibility for the output of others

### 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

- |   |  |
|---|--|
| 1. Identify the <i>client groups</i> in a range of settings   | 1.1 Identify client groups<br>1.2 Identify and confirm the nutritional needs of the client group<br>1.3 Identify a range of <i>foods</i> that meet the nutritional needs of the client group |
| 2. Select appropriate foods for specific client groups, preferably with the assistance of a dietitian | 2.1 Select appropriate foods for menu items to meet the nutritional needs of specific client groups, and to promote healthy eating<br>2.2 Select appropriate standard recipes                |

3. Prepare, cook, serve and *evaluate meals* suitable for specific client group
  - 3.1 Accurately follow standard recipes to ensure product consistency, nutritional integrity and to minimise wastage
  - 3.2 Prepare appropriate meals for specific client group in an appeasing and attractive manner
  - 3.3 Modify food texture to meet the needs of client groups and enterprise standards
  - 3.4 Serve/plate meals appropriate to the setting, using portion control equipment as required
  - 3.5 Evaluate meals against organisation standards
  - 3.6 Evaluate meals against client satisfaction
  
4. Follow WHS principles for self and client safety
  - 4.1 Monitor workplace safety and take action to foresee and avoid hazards
  - 4.2 Promptly rectify faults to equipment or refer appropriately to ensure prompt remedial action
  - 4.3 Use suitable food preparation and cookery methods to maximise nutritional value of foods prepared and maintain food safety
  - 4.4 Use infection control procedures according to established guidelines
  - 4.5 Discard out-of-date food and ingredients
  - 4.6 Use hygiene practices that comply with relevant legislation
  - 4.7 Comply with cleaning, sanitation and waste storage and disposal practices
  - 4.8 Receive, store, prepare, cook, serve and handle food to prevent deterioration, contamination and the growth of micro organisms
  - 4.9 Store left over food safely and hygienically and use within a safe period of time or discard according to enterprise standards
  
5. Evaluate work performance
  - 5.1 Seek advice and support from legitimate sources when necessary
  - 5.2 Adjust work to incorporate advice that addresses performance issues to maintain the agreed standards of work

## Required Skills and Knowledge

### 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:

- Basic cookery methods including the principles of bulk cooking
- Client conditions and consequent needs and requirements
- Different cultural requirements relevant to client group
- Food safety principles and regulations
- Foods that promote good health
- WHS work practices relevant to the specific workplace and in accordance with relevant state/territory/national legislation
- Principles of nutrition including food selection and cookery methods that comply with the Dietary Guidelines for Australians ie adults, children and adolescents
- Using food and cooking equipment and technology

#### *Essential skills:*

It is critical that the candidate demonstrate the ability to

- Communicate constructively with clients and other staff to ensure best service and client safety
- Comply with safe food handling, hygiene practices and infection control procedures
- Facilitate the provision of appropriate foods to the client group
- Prepare nutritional meals

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

## REQUIRED SKILLS AND KNOWLEDGE

workload

- Demonstrate safe food handling practices
- Demonstrate safe handling of equipment
- Plan and evaluate meals and menus
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- 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 a number of occasions

## EVIDENCE GUIDE

### *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.  
Acceptable simulation requires:
  - Preparation of nutritional meals that meet a client groups needs
  - Compliance with safe food handling requirements
- 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
  - WHS, cultural diversity and other relevant legislation
  - Work plans
  - Enterprise policy, mission statements, procedures and performance management systems

### *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
- Authenticated evidence of relevant work experience and/or formal learning

## 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.

- Client groups include individuals in a range of health care and community food service settings such as::*
- Aged care facilities
  - Childcare centres
  - Hostels and hospitals



## RANGE STATEMENT

*Foods may include:*

- Chilled
- Frozen
- Fresh
- Planted
- Packaged
- Bulk
- Dairy
- Fruit
- Vegetables
- Dried
- Meat
- Fish
- Soups
- Food for enteral feeding

*The work environment may include:*

- Food preparation areas
- Food preparation tools and equipment
- Walls
- Floors
- Work surfaces
- Food storage area including cold storage
- Kitchen chemical storage areas
- Food service and dining areas

*Evaluation of meals may include:*

- Balance and variety in colour, flavour and texture
- Nutritional content relevant to the client group
- Feasibility of production
- Food wastage
- Client satisfaction
- Client health

## Unit Sector(s)

Not Applicable