



Australian Government

SFLSOP004 Receive and store floristry stock

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to receive and store all types of floristry stock including flowers, plant materials, perishable and non-perishable ancillary merchandise. It requires the ability to maintain the cleanliness of stock handling and storage areas, check and take delivery of floristry stock and appropriately store, rotate and maintain the quality of stock items.

This unit applies to all floristry industry businesses including retail floristry shops, studio or online businesses and those that specialise in corporate or special events. It applies to operational personnel who work with very little independence and under close supervision. However, in a small floristry business senior florists also undertake this function.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sales and Operations

Unit Sector

Floristry

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Maintain cleanliness of stock handling and storage areas.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1.Clean and maintain stock handling and storage areas to avoid spoilage of flowers, plant materials and ancillary merchandise.
- 1.2.Use hazardous substances safely and wear personal protective equipment when cleaning and handling stock.

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| | 1.3. Use energy and water resources efficiently to reduce negative environmental impacts. |
| 2. Take delivery of floristry stock. | 2.1. Check incoming floristry stock against orders and delivery documentation.
2.2. Identify, record and report discrepancies.
2.3. Record details for special orders and any licensed floristry stock.
2.4. Unpack and handle flower and plant materials carefully to avoid personal health issues and spoilage.
2.5. Inspect items for pests and diseases, damage, quality, use by dates, apply selection criteria and record spoilt materials |
| 3. Store and record floristry stock. | 3.1. Choose and prepare correct environmental conditions for storage of flower and plant materials and perishable merchandise.
3.2. Store stock promptly in appropriate location.
3.3. Use safe manual handling techniques when moving and storing stock to avoid personal injury.
3.4. Use appropriate technology and procedures to maintain accurate records of stock. |
| 4. Maintain, rotate and dispose of stock. | 4.1. Check and adjust environmental conditions of storage areas regularly to maintain floristry stock at optimum quality.
4.2. Rotate stored flower and plant materials and ancillary merchandise for maximum use according to vase life and expiration dates.
4.3. Dispose of excess and spoilt stock, hazardous and other waste safely to minimise negative environmental impacts.
4.4. Update stock control systems. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below:

Skill	Description
Reading skills to:	<ul style="list-style-type: none"> interpret: <ul style="list-style-type: none"> basic order and delivery documentation, use by dates and stock labels detailed organisational procedures for stock control

	<ul style="list-style-type: none">• detailed selection criteria for acceptance of floristry stock.
Writing skills to:	<ul style="list-style-type: none">• complete basic reports about stock discrepancies and quality issues.
Oral communication skills to:	<ul style="list-style-type: none">• make accurate verbal reports on stock discrepancies and quality issues.
Numeracy skills to:	<ul style="list-style-type: none">• count incoming, stored and rotated stock items• calculate and record numerical discrepancies• check supplier costs against order documents• complete basic calculations involving ratios to dilute cleaning products.
Planning and organising skills to:	<ul style="list-style-type: none">• complete stock control activities in a logical and time-efficient sequence.
Technology skills to:	<ul style="list-style-type: none">• use electronic equipment to control stock.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1fbe7a66-4c60-4b1c-8616-a3e693d9d8b9>