



Australian Government

Department of Education, Employment and Workplace Relations

SITHCCC001B Organise and prepare food

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 organise and prepare a variety of foods within the kitchen of a hospitality or catering operation. It requires the ability to use general food preparation techniques, contribute to the organisation's profitability through effective resource use and to minimise negative environmental impacts by reusing resources, recycling and using safe methods for disposing of kitchen waste.

The term 'organising and preparing food' is also referred to as 'mise en place' and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.

This unit underpins effective performance in commercial cookery.

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 hospitality and catering operations where food is prepared and served and may include the preparation of any food type, ingredients, style or cuisine inclusive of Asian cuisine and patisserie products.

This unit describes a key function for cooks and chefs working at any level. Their role may be operational, supervisory or managerial. Job roles include breakfast cook, short order cook, fast food cook, cook, chef, chef de partie, sous chef, executive chef, caterer, patissier and chef patissier.

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

ELEMENT	PERFORMANCE CRITERIA
1 Select, prepare and use equipment.	<p>1.1 Select knives and equipment of the correct type and size for the job, and ensure that it is clean, safely assembled and ready before use.</p> <p>1.2 Use equipment correctly, safely and hygienically.</p>
2 Assemble ingredients for menu items.	<p>2.1 Identify and obtain ingredients according to standard recipes, recipe cards or enterprise requirements.</p> <p>2.2 Assemble ingredients according to the correct quantity, type and quality required.</p>
3 Prepare food items	<p>3.1 Prepare food items required for menus according to correct weight, amount and number of portions.</p> <p>3.2 Clean, peel and prepare vegetables and fruit as required for menu items.</p> <p>3.3 Prepare dairy products required for menu items, ensuring they are correctly handled.</p> <p>3.4 Measure, sift where appropriate, and use dry goods as required for menu items.</p> <p>3.5 Correctly handle all food items according to food safety procedures and the handling requirements for particular types of food.</p> <p>3.6 Prepare food items in the required form and timeframe.</p>
4 Portion food ingredients.	<p>4.1 Select and use suitable knives and equipment for food portioning.</p> <p>4.2 Portion food ingredients accurately, according to size, weight and required menu items.</p> <p>4.3 Store prepared and portioned foodstuffs according to food safety procedures and the storage requirements for particular types of food.</p>
5 Contribute to profitability.	<p>5.1 Use the designated quantity, weight and portions of ingredients to minimise wastage and maximise profitability of meals prepared.</p> <p>5.2 Prepare the correct amount of food items according to expected numbers of customers to minimise wastage</p>

ELEMENT**PERFORMANCE CRITERIA**

and maximise profitability of meals prepared.

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| 6 | Reduce food preparation costs and negative environmental impacts. | 6.1 | Use energy and water resources efficiently when cleaning equipment and organising and preparing food to reduce costs and negative environmental impacts. |
| | | 6.2 | Save <i>reusable by-products</i> of food preparation for future cooking activities. |
| | | 6.3 | Use <i>recyclable products</i> during food preparation and dispose of them in designated recycling bins. |
| | | 6.4 | Safely dispose of all <i>kitchen waste and hazardous substances</i> to minimise negative environmental impacts. |

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:

- logical and time-efficient work flow
- knife handling techniques
- cutting techniques for foods as required for menu items
- hygienic handling of food and equipment according to local, state or territory and national regulatory requirements
- safe work practices according to OHS principles and procedures, particularly with regard to using knives
- cleaning techniques for kitchen equipment
- problem-solving skills to deal with minor problems, such as shortages of ingredients
- literacy skills to read recipes, menus, instructions and orders
- numeracy skills to calculate portions, and weigh and measure quantities of ingredients.

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

- the key characteristics and uses of the main categories of food items and those that are particularly used in the organisation
- menu and recipe requirements for the particular style, products and cuisine being served
- expected numbers of customers to be served
- full details of food safety procedures used in kitchen operations and the particular food safety regime for the organisation
- correct handling and storage requirements for different types of food
- applications of different types of cleaning products
- the essential features of and safe practices for using common hazardous substances used within kitchens and in particular substances used by the organisation e.g. cleaning products
- the environmental impacts of cleaning equipment and preparing food and minimal impact practices to reduce these especially those that relate to reusable resources, water and energy use
- correct and environmentally sound disposal methods for kitchen waste and hazardous substances.

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 organise efficient, resource effective preparation of a variety of foods according to expected numbers of customers and to maximise profitability and minimise negative environmental impacts
- ability to use a range of cookery and preparation methods appropriate to the cuisine
- ability to undertake duties according to organisational hygiene, health and safety practices
- knowledge of food safety procedures and correct handling and storage requirements for different types of food
- knowledge of correct and environmentally sound disposal methods for kitchen waste and in particular for hazardous substances
- ability to organise and prepare a wide variety of general food items within the timeframe required by a commercial kitchen..

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills within normal operating conditions of a fully equipped commercial kitchen including industry-current equipment
- industry-realistic ratios of kitchen staff to customers.

EVIDENCE GUIDE

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 preparing food
- inspection of food items prepared by the candidate
- written or oral questions to assess knowledge of preparation techniques, handling and storage requirements for various food types, hazardous substances and efficient resource use
- 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, for example:

- any Asian Cookery unit
- any Commercial Cookery and Catering unit
- any Patisserie unit.

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.

RANGE STATEMENT

Knives and equipment may be mechanical or power driven and:

- must include the use of:
 - knives, cleavers and utensils such as butcher and boning knives, filleting knives, butter spreading knives, vegetable peeler or knives, slicers
 - knife sharpening equipment
 - graters
 - commercial mixers food processors, blenders and attachments
 - scales
 - measures
 - whisks
 - thermometers
- may include the use of:
 - saws and meat cleavers
 - meat bats
 - meat hooks
 - larding needles
 - mincers
 - bowl choppers
 - slicing machines
 - grills or salamanders

Knives and equipment may be mechanical or power driven and:

- fryers
- large fixed equipment, such as bains marie and fridges
- patisserie cutting implements
- cutting implements for nuts and fruits
- beaters
- spatulas
- wooden spoons
- piping bags and attachments
- moulds, shapes and cutters
- cake tins.

RANGE STATEMENT

Food items to be prepared:

- must include the use of:
 - dairy products, including milk, yoghurt, cheeses and alternatives, e.g. soy products
 - dry goods, such as flours, sugars, pastas and rice
 - standard fruit and vegetables
- general food items such as sauces, condiments and flavourings, garnishes, coatings and batters may include the use of:
 - meat, seafood and poultry that may be fresh, frozen, preserved or pre-prepared
 - meat products such as standard cuts, sausages, hams and salami.

Food ingredients to be portioned may include:

- meat
- seafood
- poultry
- pastry
- dough
- fruit
- vegetables.

RANGE STATEMENT

Reusable by-products may include:

- meat and fish offcuts
- bones and trimmings
- fruit peelings and offcuts
- vegetable peelings and offcuts
- unused portions of:
 - fruits
 - vegetables
 - seafood, meat and poultry
 - flowers
 - garnishes
 - accompaniments
 - batter
 - dough
 - pastry
 - fillings
 - sauces and dips
 - eggs
 - coconut cream and flesh.
 - combined spices
 - pastes.

RANGE STATEMENT

Recyclable products may include:

- glass bottles and jars
- plastics
- paper and cardboard
- tin or aluminium containers
- fruit and vegetable matter.

Kitchen waste and hazardous substances may include:

- Any used or out of date ingredient or food item such as:
 - cooking oils
 - animal fat
 - ghee
 - dairy products, including milk, yoghurt, cheeses and soy products
 - dry goods, such as flours, sugars, pastas and rice
 - fruit and vegetables
 - general food items such as sauces, condiments and flavourings, garnishes, coatings and batters
 - meat, seafood and poultry
 - meat products such as standard cuts, sausages, hams and salami.
- Any cleaning agent or chemicals.

Unit Sector(s)

Sector

Hospitality

Competency field

Competency field

Commercial Cookery and Catering