



**Australian Government**

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

# **SITHCCC004B Clean and maintain kitchen premises**

**Revision Number: 1**

## **SITHCCC004B Clean and maintain kitchen premises**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the performance outcomes, skills and knowledge required to clean and maintain kitchens, and food preparation and storage areas in commercial cookery or catering operations. It requires the ability to set up cleaning equipment and to safely clean premises and equipment using resources efficiently to reduce negative environmental impacts.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### **Application of the Unit**

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This unit applies to all enterprises with kitchen premises and equipment, such as restaurants, hotels, clubs, cafeterias and other catering operations. Those undertaking this role work under supervision, usually as part of a team such as kitchen attendants and cooks.

### **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

- |  |   |
|--|---|
| 1 Clean, sanitise and store equipment. | 1.1 Select and prepare suitable wet and dry cleaning agents and chemicals according to relevant manufacturer and <b><i>OHS and environmental requirements</i></b> |
|  | 1.2 Clean and sanitise <b><i>equipment</i></b> and utensils according to manufacturer instructions and without causing damage.                                    |
|  | 1.3 Store or stack cleaned equipment and utensils safely and in the designated place.   |

**ELEMENT****PERFORMANCE CRITERIA**

- |   |     |  |
|---|-----|--|
|   | 1.4 | Use <b><i>cleaning equipment</i></b> safely and according to manufacturer instructions.  |
|   | 1.5 | Assemble and disassemble cleaning equipment in a safe manner.  |
|   | 1.6 | Store cleaning equipment safely and correctly in the designated position and area.   |
| 2 |     | Clean and sanitise premises.   |
|   | 2.1 | Follow cleaning schedules correctly.   |
|   | 2.2 | Use chemicals and equipment correctly and safely to clean and sanitise walls, floors, shelves and other <b><i>surfaces</i></b> . |
|   | 2.3 | Clean and sanitise walls, floors, shelves and working surfaces without causing damage to health or property.                     |
|   | 2.4 | Follow <b><i>procedures in the event of a chemical accident</i></b> according to enterprise policy and procedures.               |
|   | 2.5 | Sort <b><i>linen</i></b> and safely remove it according to enterprise procedures.  |
| 3 |     | Reduce negative environmental impacts.   |
|   | 3.1 | Use energy, water and other resources efficiently when cleaning premises to reduce negative environmental impacts.               |
|   | 3.2 | Safely dispose of all waste, especially hazardous substances, 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:

- correct use of personal protective equipment
- cleaning techniques for premises and equipment
- correct and safe usage and storage of cleaning materials and chemicals
- safe work practices, particularly in relation to bending, lifting, carrying and using equipment
- logical and time-efficient work flow
- problem-solving skills to deal with difficult or unusual stains and soiling
- literacy skills to read instructions and labels on equipment and cleaning chemicals
- numeracy skills to calculate the dilution requirements of chemical and cleaning products.

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

- sanitising and disinfecting methods and procedures and the importance and purpose of each
- hygiene and cross-contamination issues for kitchens
- cleaning procedures for various surfaces and equipment, including wet and dry
- correct cleaning chemicals, equipment and procedures for cleaning various surfaces and materials
- enterprise procedures and standards in relation to presentation of premises
- safe work practices relating to use of cleaning equipment, bending and manual handling
- applications of different types of cleaning products
- the essential features of and safe practices for using common hazardous substances used to clean commercial kitchens and in particular substances used by the organisation e.g. cleaning products and chemicals
- the environmental impacts of cleaning commercial kitchens and equipment and minimal impact practices to reduce these especially those that relate to resource, water and energy use
- correct and environmentally sound disposal methods for kitchen waste and in particular for hazardous substances.

## Evidence Guide

### 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 select and use relevant equipment and cleaning agents safely, efficiently and according to acceptable enterprise cleaning routines and timeframes
- ability to organise resource effective cleaning of both wet and dry areas and large and small equipment and utensils commonly found in a commercial kitchen
- ability to undertake duties according to organisational food safety, health and safety practices
- knowledge of correct and environmentally sound disposal methods for waste and in particular for hazardous substances
- ability to complete cleaning tasks within the timeframe required by a within commercially realistic timeframes.

### **Context of and specific resources for assessment**

Assessment must ensure:

- demonstration of skills within a fully equipped operational commercial kitchen and kitchen storage area as defined in the Assessment Guidelines
- access to:
  - various surfaces for cleaning
  - appropriate chemicals and material safety data sheets (MSDS)
  - pest control products
  - mops, brooms and brushes
  - cloths, swabs and plastic bucket
  - personal protective equipment, such as gloves, goggles, face masks and rubber aprons
  - waste sink for mops
- use of appropriate cleaning materials and equipment for kitchen areas.

## 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 cleaning a fully equipped commercial kitchen and storage areas
- inspection of areas cleaned by the candidate
- oral or written questioning to assess knowledge of cleaning and maintenance procedures, materials equipment and hazardous substances, efficient resource use and safety and hygiene issues
- 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.

### 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.

***OHS and environmental requirements*** may include:

- enterprise policies and procedures related to cleaning operations and disposal of used chemicals
- general workplace safety procedures

## RANGE STATEMENT

- correct use of manual handling techniques
- use of hazardous substances and storage requirements
- enterprise security procedures.

***Equipment*** to be cleaned and sanitised must include:

- crockery
- glassware
- cutlery
- utensils
- pots, pans and dishes
- containers
- chopping boards
- garbage bins.

***Cleaning equipment*** may include:

- dishwashers
- floor scrubbers or polishers
- mops
- cleaning cloths
- brooms and dustpans
- pressurised steam and water cleaners.

***Surfaces*** to be cleaned must include:

- walls
- floors
- shelves
- benches and working surfaces
- ovens, stoves, cooking equipment and appliances
- fridges, freezers and coolrooms
- storerooms and cupboards
- extraction fans.

***Procedures in the event of a chemical accident*** may include:

- following first aid procedures within scope of individual responsibility
- ensuring contaminated food is destroyed
- ensuring food preparation area, surfaces and equipment are treated according to enterprise procedures to avoid any risk to food.



**RANGE STATEMENT**

***Linen*** may include:

- napkins
- tablecloths
- serving cloths
- tea towels
- clothing
- cleaning cloths.

**Unit Sector(s)**

**Sector** Hospitality

**Competency field**

**Competency field** Commercial Cookery and Catering