THHBC00B Prepare sandwiches
THHBCC00B Prepare sandwiches

Modification History
Not applicable.

Unit Descriptor
This unit deals with the skills and knowledge required to prepare and present a variety of sandwiches in a commercial kitchen or catering operation.

Application of the Unit
Not applicable.

Licensing/Regulatory Information
Not applicable.

Pre-Requisites
Not applicable.

Employability Skills Information
Not applicable.

Elements and Performance Criteria Pre-Content
Not applicable.

Elements and Performance Criteria

<table>
<thead>
<tr>
<th>Element</th>
<th>Performance Criteria</th>
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<td>1</td>
<td>Prepare and present a variety of sandwiches</td>
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<tr>
<td></td>
<td>1.1 Prepare a variety of sandwich types including classical and contemporary.</td>
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<td>1.2 Select suitable bases from a range of bread types.</td>
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</table>
1.3 Produce sandwiches using the correct ingredients to an acceptable enterprise standard, ensuring: neatness of presentation; appropriate ingredient combinations; precise and uniform cut ingredients; uniform size and shape; attractive serviceware and garnishes.

1.4 Prepare sandwiches using a range of appropriate techniques.

1.5 Select appropriate equipment for toasting and heating and use it correctly and safely.

1.6 Prepare and present sandwiches in a logical and sequential manner within the required time frame.

1.7 Prepare sandwiches according to enterprise standards and/or customer requests.

1.8 Present sandwiches in an attractive manner, using suitable garnishes and serviceware.

2 Store sandwiches

2.1 Store sandwiches hygienically at the correct temperature and in appropriate conditions to maintain freshness and quality.

**Required Skills and Knowledge**

Not applicable.
Evidence Guide

**Essential Knowledge and Skills to be Assessed**
The following skills and knowledge must be assessed as part of this unit:
- creative presentation techniques for sandwiches
- suitable breads and fillings and appropriate food combinations for sandwiches
- suitable storage techniques to maintain optimum quality of ingredients
- organisational skills and teamwork
- safe work practices, particularly in relation to cutting
- culinary terms commonly used in the industry in relation to sandwiches
- basic food information in relation to special dietary needs and customer requests and suitable
  breads and ingredients to meet these needs
- logical and time efficient work flow
- portion control for sandwiches
- past and current trends in sandwiches
- waste minimisation techniques and environmental considerations in specific relation to
  preparation of sandwiches.

**Linkages to Other Units**
This unit must be assessed with or after the following units. These units describe skills and
knowledge that are essential to this unit of competence:
- THHHGHS01B Follow workplace hygiene procedures
- THHBKA01B Organise and prepare food

This unit also has linkages to the following units and combined assessment and training may
be appropriate:
- THHBKA02B Present food
- THHBCC02B Prepare appetisers and salads

**Critical aspects of assessment**
Evidence of the following is critical:
- ability to prepare a variety of sandwiches of different types using different breads and
  ingredients
- ability to prepare a quantity of sandwiches within industry-realistic timeframes
- ability to present sandwiches attractively
- hygienic food handling practices.

**Context of Assessment and Resource Implications**
Assessment must ensure:
- demonstration of skills within a fully-equipped commercially-realistic food preparation area
  for sandwich production
- use of real ingredients for sandwiches
- industry-realistic ratios of staff to customers
- preparation of multiple types of sandwiches for customers within typical workplace time
  constraints.

**Assessment Methods**
Assessment methods must be chosen to ensure that the skills and processes for making
sandwiches can be practically demonstrated. Methods must include assessment of knowledge
as well as assessment of practical skills.
The following examples are appropriate for this unit:
- direct observation of the candidate making sandwiches and preparing fillings.
Sampling of sandwiches prepared by the candidate
written or oral questions to test knowledge of appropriate food combinations for sandwiches
and hygienic food handling requirements
review of portfolios of evidence and third party workplace reports of on-the-job performance
by the candidate.

**Key Competencies in this Unit**

Key competencies are an integral part of all workplace competencies. The table below
describes those applicable to this unit. Trainers and assessors should ensure that they are
addressed in training and assessment.

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<th>Level</th>
<th>Description</th>
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<td>1</td>
<td>Perform</td>
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<tr>
<td>2</td>
<td>Administer and Manage</td>
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<tr>
<td>3</td>
<td>Design and Evaluate</td>
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</table>

**Key Competencies**

**Collecting, Organising and Analysing Information**

For example:

Checking requirements of orders and menus, collecting commodities and ingredients (1)

**Communicating Ideas and Information**

For example:

Providing customers with options for sandwich filling combinations (1)

**Planning and Organising Activities**

For example:

Preparing a take-away sandwich counter for a service period
Re-stocking sandwich filling display (1)

**Working with Others and in Teams**

For example:

Working co-operatively with other team members (1)

**Using Mathematical Ideas and Techniques**

For example:

Calculating quantities and portions against sandwich orders (1)

**Solving Problems**

For example:

Dealing with problems such as shortages of food items, mistakes or problems in sandwiches
produced, equipment failure (1)

**Using Technology**

For example:

Using computerised or mechanical kitchen equipment (1)

**Essential Knowledge and Skills to be Assessed**

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

- creative presentation techniques for sandwiches
- suitable breads and fillings and appropriate food combinations for sandwiches
- suitable storage techniques to maintain optimum quality of ingredients
- organisational skills and teamwork
- safe work practices, particularly in relation to cutting
- culinary terms commonly used in the industry in relation to sandwiches
- principles and practices of hygiene, including dress standards
- basic food information in relation to special dietary needs and customer requests and suitable
  breads and ingredients to meet these needs
- logical and time efficient work flow
- portion control for sandwiches
- past and current trends in sandwiches
waste minimisation techniques and environmental considerations in specific relation to preparation of sandwiches.

**Linkages to Other Units**

This unit must be assessed with or after the following units. These units describe skills and knowledge that are essential to this unit of competence:

- THHGH501B Follow workplace hygiene procedures
- THHBKA01B Organise and prepare food

This unit also has linkages to the following units and combined assessment and training may be appropriate:

- THHBKA02B Present food
- THHBCC02B Prepare appetisers and salads

**Critical aspects of assessment**

Evidence of the following is critical:

- ability to prepare a variety of sandwiches of different types using different breads and ingredients
- ability to prepare a quantity of sandwiches within industry-realistic timeframes
- ability to present sandwiches attractively
- hygienic food handling practices.

**Context of Assessment and Resource Implications**

Assessment must ensure:

- demonstration of skills within a fully-equipped commercially-realistic food preparation area for sandwich production
- use of real ingredients for sandwiches
- industry-realistic ratios of staff to customers
- preparation of multiple types of sandwiches for customers within typical workplace time constraints.

**Assessment Methods**

Assessment methods must be chosen to ensure that the skills and processes for making sandwiches can be practically demonstrated. Methods must include assessment of knowledge as well as assessment of practical skills.

The following examples are appropriate for this unit:

- direct observation of the candidate making sandwiches and preparing fillings.
- sampling of sandwiches prepared by the candidate
- written or oral questions to test knowledge of appropriate food combinations for sandwiches and hygienic food handling requirements
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

**Key Competencies in this Unit**

Key competencies are an integral part of all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

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**Key Competencies**

**Collecting, Organising and Analysing Information**

For example:

- Checking requirements of orders and menus, collecting commodities and ingredients (1)

**Communicating Ideas and Information**

For example:
Providing customers with options for sandwich filling combinations (1)

**Planning and Organising Activities**

For example:
Preparation of a take-away sandwich counter for a service period
Re-stocking sandwich filling display (1)

**Working with Others and in Teams**

For example:
Working co-operatively with other team members (1)

**Using Mathematical Ideas and Techniques**

For example:
Calculating quantities and portions against sandwich orders (1)

**Solving Problems**

For example:
Dealing with problems such as shortages of food items, mistakes or problems in sandwiches produced, equipment failure (1)

**Using Technology**

For example:
Using computerised or mechanical kitchen equipment (1)
Range Statement

This unit applies to all hospitality and catering enterprises where sandwiches are prepared and served such as restaurants, cafes, cafeterias and other catering operations. The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

Sandwiches may be classical or modern, hot or cold, of varying cultural and ethnical origins and use a variety of fillings and types of bread.

Sandwiches may be pre-prepared or made on demand according to customer requests.

Preparation, presentation and storage potential of sandwiches will depend on bread types and fillings.

Types of sandwiches to be prepared may include:
- pullman
- open sandwiches
- club sandwiches
- pinwheel, domino or chequerboard sandwiches
- filled rolls, foccacia or pita bread
- those using specialised or ethnic breads such as dark rye, gluten-free, Turkish.

Techniques for making sandwiches may include:
- spreading
- layering
- piping
- portioning
- moulding
- cutting
- garnishing.

Preparation and storage of sandwiches may include consideration of:
- bread type
- ingredients, nature and consistency of fillings
- need for chilling
- use of plastic wrap or foil
- use of bulk-storage containers
- use of customised containers for display/presentation/sale.

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**Unit Sector(s)**

Not applicable.