



Australian Government

FBPCDS2004 Perform cellar door stock control procedure

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to receive, unpack and dispatch wine and cellar door goods and to participate in stocktaking.

The unit applies to individuals who work in cellar door operations in the wine industry. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Cellar Door (CDS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Receive and process incoming goods	1.1 Confirm job requirements and identify potential workplace hazards and controls according to workplace procedures 1.2 Maintain cleanliness and neatness in receiving bay according to workplace procedures 1.3 Select, fit and use personal protective equipment and manual

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	handling equipment relevant to the job requirements 1.4 Check incoming stock and validate against purchase orders and delivery documentation 1.5 Unpack incoming goods safely and dispose of waste in accordance with workplace procedures 1.6 Inspect items received for damage, quality, use-by dates, breakage or discrepancies and record issues 1.7 Record stock levels on workplace stock systems 1.8 Arrange secure transfer, storage, pricing and labelling of stock according to workplace procedures
2. Rotate stock	2.1 Carry out routine rotation of merchandise and wrapping and packing materials according to workplace procedures 2.2 Store or dispose of excess stock according to workplace procedures
3. Undertake minor stocktakes	3.1 Undertake routine cyclical stock counts according to workplace procedures 3.2 Update stock records documentation according to stock control system 3.3 Report stock discrepancies according to workplace procedures
4. Reorder stock	4.1 Identify minimum stock levels according to workplace procedures 4.2 Place required orders using stock requisition forms or electronic system 4.3 Identify undelivered stock from orders in stock system and follow up according to workplace procedures
5. Process stock returns	5.1 Identify stock to be returned to supplier or warehouse and label with date, supplier and reason for return 5.2 Complete credit request documentation according to workplace or supplier requirements 5.3 Store stock securely while awaiting dispatch 5.4 Complete delivery documentation noting special delivery instructions 5.5 Pack items safely and securely to avoid damage in transit

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Comprehend and interpret information from a variety of workplace documents
Writing	Record workplace information in required format
Numeracy	Calculate numerical information relating to measurements, quantities and volume
Navigate the world of work	Comprehend requirements of workplace procedures and legislative requirements, in particular health and safety in the workplace, and apply to job role
Get the work done	Plan, organise and complete tasks according to set routines and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCDS2004 Perform cellar door stock control procedure	FDFCD2004A Perform cellar door stock control procedure	Updated to meet Standards for Training Packages Minor changes to Elements and Performance Criteria for clarity Prerequisites removed	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>