



Australian Government

FBPRBK3016 Control and order bakery stock

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to control and order bakery stock in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation 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

Retail baking (RBK)

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. Order and receive stock	1.1 Process stock orders in accordance with workplace procedures 1.2 Maintain and adjust stock re-order cycles to meet bakery requirements 1.3 Check and record incoming stock against order and delivery

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	specifications to identify discrepancies and rectify 1.4 Check food product packaging on delivery to identify damage and rectify 1.5 Check and record temperature on delivery of frozen and chilled food products to ensure food safety standards are met, and rectify 1.6 Date code perishable items on delivery to maximise use 1.7 Communicate with suppliers to ensure continuity of supply 1.8 Monitor ordering and supply processes to identify problems and rectify
2. Store stock	2.1 Keep stock to maximise use and minimise waste 2.2 Clean storage areas to meet food safe housekeeping requirements 2.3 Inspect storage areas to identify indicators of pest contamination and rectify 2.4 Use safe manual handling techniques to move and store stock 2.5 Label stock with dates in accordance with workplace procedures 2.6 Store perishable stock in sealed containers to avoid food contamination and pests 2.7 Monitor and maintain cleanliness of stock handling and storage areas to meet housekeeping and hygiene requirements
3. Maintain stock	3.1 Monitor and record stock levels in accordance with workplace procedures 3.2 Monitor stock performance to determine stock usage rate 3.3 Rotate stock according to use-by date to maximise use and minimise waste 3.4 Check and adjust environmental conditions to maintain quality of perishables 3.5 Conduct temperature checks of perishables to identify storage problems, and rectify to protect perishables from spoilage 3.6 Inspect items for pest damage and infestation and dispose of spoiled stock according to workplace procedures
4. Minimise stock losses	4.1 Check storage of stock to identify stock problems, and rectify to maintain stock quality 4.2 Identify, record and report stock losses in accordance with

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	workplace procedures 4.3 Identify avoidable losses and determine the cause of the loss to recommend and implement solutions to prevent future avoidable losses

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	Interprets key information from order, delivery and supplier information, use-by dates, stock labels and workplace procedures
Numeracy	- Identifies and comprehends measurements, including stock volumes and perishables, and stock area temperature and humidity - Interprets safe food condition temperature range requirements for perishables and stores - Uses thermometers to measure temperatures - Completes stock records using mathematical symbols and conventions - Performs calculations and estimations to determine stock levels
Writing	Completes stock records and forms using required format, language and structure
Oral communication	Uses vocabulary relevant to role and context to convey information clearly to suppliers
Navigate the world of work	- Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation - Follows organisational policies and procedures relevant to own work role
Get the work done	- Plans, organises and implements tasks required to achieve production outcomes - Uses problem-solving skills to analyse product and process faults and decide on appropriate action - Uses digital technologies to set process parameters

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3016 Control and order bakery stock	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPRBK3016 Control and order bakery stock

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Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has controlled and ordered bakery stock, including:

- controlling and ordering three types of bakery stock, including:
 - refrigerated goods
 - frozen goods
 - dry store goods
- checking stock re-order levels
- completing stock order forms
- checking the following five requirements during receiving of stock:
 - incoming stock against order specifications
 - packaging condition
 - date codes of perishable items
 - temperature of perishables
 - ordered stock against supply arrangements, including time and delivery arrangements
- adhering to the following three requirements during storage of stock:
 - applying date labels to stock with limited shelf life
 - checking the condition of storage containers for damage
 - using safe manual handling procedures for lifting and moving ingredients
- meeting the following five requirements while maintaining the storage of stock:
 - cleaning dry goods storage areas
 - cleaning refrigerated goods storage areas
 - cleaning frozen goods storage areas
 - checking storage areas for pest contamination and identifying pest infestation indicators
 - rotating stock according to date codes on ingredients, and recording out-of-date stock

- identifying and recording the following information in the process of ordering, receiving, storing and maintaining stores:
 - spoilt stock
 - stock losses
 - the cause of stock losses.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment (PPE), applicable to controlling and ordering bakery stock
- food safety procedures applicable to controlling and ordering bakery stock, including:
 - using storage containers
 - labelling and coding stock
 - humidity
 - temperature
 - ventilation
 - protection from common pests
 - protection from heat
 - protection from air conditioning
 - protection from accidental damage by people
 - protection from environmental heat
 - protection from environmental light
 - sanitary cleanliness
- types of bakery stock, including:
 - refrigerated goods
 - frozen goods
 - dry store goods
- principles of stock control, including:
 - rotation and replenishment
 - supplier lead times
 - safety stock
 - stock re-order levels
 - product life cycle and maximising the use of all stock
 - checking for usage rates of stock
 - segregating non-food items from food items that have the potential to cause contamination
- storage areas and the cleaning requirements to maintain hygienic conditions, including:
 - dry stores
 - cool rooms

- freezers
- refrigerators
- types of contamination, including:
 - microbiological
 - chemical
 - physical
- types of stock quality checks, including:
 - type
 - quantity
 - use-by date
 - damaged packaging
 - odour
 - colour
- techniques for measuring and recording temperature in bakery stores
- bakery stores terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a retail bakery or an environment that accurately represents workplace conditions
 - designated delivery area
 - designated storage area for the bakery stock types required in the performance evidence
- resources, equipment and materials:
 - personal protective equipment
 - thermometer
 - refrigerated storage
 - frozen storage
 - dry storage
 - ingredients that meet the bakery stock types required in the performance evidence
 - temperature recording charts
- specifications:
 - food safe temperature tolerances
- relationships (internal and/or external):
 - bakery suppliers
- timeframes:
 - according to work requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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