



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>