



Australian Government

Department of Education, Employment and Workplace Relations

HLTGM207C Carry out work in a food handling area

Release: 1

HLTGM207C Carry out work in a food handling area

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit covers basic food safety practices to be followed by people who work in a food handling area but are not directly responsible for handling food

Examples of typical functions include electrical, maintenance, pest control and cleaning services

Application of the Unit

Application

This unit supports the implementation of national and state food safety legislation and regulations and is based on the national *Food Safety Guideline Competency Standards*

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in *italics* are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Maintain food safety while working in a *food handling area*

- 1.1 Identify and follow food safety requirements related to work tasks
- 1.2 Carry out work responsibilities so that the safety of food is not compromised
- 1.3 Identify and report procedures or practices which are not consistent with food safety program
- 1.4 Take corrective action within level of responsibility, according to the food safety program

2. Maintain food handling area in clean and orderly state

- 2.1 Ensure equipment, utensils and the food handling area meet the cleaning and sanitation requirements of *food safety program*
- 2.2 Collect and dispose of waste according to food safety program

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Appropriate practices to ensure efficient use of resources
- Cleaning and sanitation requirements and responsibilities. This includes an understanding of cleaning methods appropriate to a food handling environment and those used in the specific food handling area
- Food safety requirements related to own work as determined by the food business
- Housekeeping standards to be maintained in the work area
- Methods and procedures to be followed when carrying out work responsibilities in a food handling area to ensure that food safety is not compromised:
 - this will depend on:
 - food safety requirements as specified by the workplace
 - the nature of work responsibilities
 - it includes an understanding of:
 - action required if food safety is or may have been compromised
 - procedures used to prevent these types of contamination from occurring
 - the types of contamination that can occur as a result of work activities
- Personal hygiene practices and clothing and footwear requirements associated with working in and moving in and between food handling areas and moving between food handling and non food-handling areas
- Suitable standard of products, materials, tools and equipment used in the food handling area, which includes awareness of:
 - appropriate equipment and work methods
 - chemicals suitable for use in a food environment
 - materials that are unsuitable for use such as breakable or dirty equipment/materials
- Waste collection, recycling and handling procedures

REQUIRED SKILLS AND KNOWLEDGE

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Carry out work responsibilities to ensure that food safety is not compromised
- Identify and correct or report situations or procedures that relate to own work that could compromise food safety
- Locate or confirm and follow work and related food safety responsibilities as required by the food business
- Maintain housekeeping standards in the food handling area and dispose of waste as required by work responsibility to meet food business requirements
- Maintain personal hygiene consistent with food business requirements
- Report health conditions and illness as required by workplace food safety procedures
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Take necessary precautions when moving between or around the workplace and/or from one task to another so that food safety is not compromised
- Wear and maintain appropriate clothing / footwear as required by work tasks to meet food business requirements

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 this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Assessment of this unit must occur in a real or simulated workplace
- Such an environment must provide a typical range of food handling and related food safety requirements that would normally be found in a food handling business

EVIDENCE GUIDE

- The assessment process must provide an opportunity for the individual being assessed to demonstrate work activities that are consistent with the workplace food safety procedures and with food safety legislation
- The specific assessment context will be defined by the workplace
- Consistency of performance should be demonstrated over the required range of workplace situations relevant to an identified work role

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

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. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

RANGE STATEMENT

A food safety program:

- Systematically identifies the food safety hazards that may be reasonably expected to occur in all food handling operations of the food business
- Identifies where and how each hazard can be controlled, describes how these controls are to be monitored, the corrective action required if control conditions are not met and information to be recorded
- Must comply with relevant national, state and industry legislation/regulations
- The food business is responsible for establishing a food safety program. Where a person who is not a direct employee of the business carries out the functions covered by this guideline competency standard, they are responsible for ascertaining the requirements of the food business relating to food safety
- These requirements may be set out in procedures and/or in agreements or contractual arrangements established with service providers
- Responsibilities of any person visiting and/or working in a food handling area must be communicated prior to entering the food handling area

Food handling area can refer to:

- any work area where receiving, basic handling and inspection, preparation, cooking, processing, display, packaging, storage and/or transport occur

Examples of contamination that can result from work activities in a food handling area include:

- Chemical contamination which could be caused by lubricants, resins, and cleaning and sanitation chemicals
- Physical contamination which could be caused by metal, glass, plastic and cloths
- Microbiological contamination that could result from cross-contamination when moving into and between food handling areas

Both direct contamination of the product and contamination of the work area are to be avoided

RANGE STATEMENT

Products and materials used by anyone working in a food handling area:

- Must be suitable for this use

Personal hygiene, clothing and footwear and requirements to report health conditions or illness:

- Must meet workplace requirements and procedures
- Must, at a minimum, ensure that any person in a food premises:
 - does not contaminate food
 - does not have unnecessary contact with ready-to-eat food
 - does not spit, smoke or use tobacco or similar in a food handling area

Refer to Food Safety Standard 3.2.2, Clause 17:3 as a minimum guide and/or relevant state legislation/regulations

Unit Sector(s)

Not Applicable