



Australian Government

Department of Education, Employment and Workplace Relations

SIFCCS002A Prepare and present finger food

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to prepare and serve a range of appetisers, sandwiches, cakes and biscuits to funeral mourners.

Application of the Unit

Application of the unit This unit applies to funeral home and cemetery and crematorium staff. It requires the application of food preparation and presentation skills and health and hygiene requirements to maintain food safety and involves working under supervision.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

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| 1 Prepare range of hot and cold appetisers. | 1.1 Produce <i>appetisers</i> according to client and food safety requirements. |
| | 1.2 Heat appetisers according to <i>food safety requirements</i> . |
| | 1.3 Use quality trimmings or other leftovers as appropriate. |
| 2 Prepare variety of sandwiches, cakes and biscuits. | 2.1 Select sandwich bases from a range of bread types according to client requirements. |
| | 2.2 Select and apply appropriate <i>tools and equipment</i> . |
| | 2.3 Select and combine sandwich fillings according to food compatibility and client requirements. |
| | 2.4 Select cakes and biscuits according to client requirements and workplace policies and procedures. |
| | 2.5 Implement accurate portion control to minimise wastage according to workplace policies and procedures and client requirements. |
| 3 Present and serve finger food. | 3.1 Identify and prepare sufficient supplies of clean, undamaged crockery at temperatures relevant to food presented. |
| | 3.2 Plate and present finger food according to <i>workplace policies and procedures</i> and food safety requirements. |
| | 3.3 Arrange sauces and garnishes according to food safety requirements and food presented. |
| | 3.4 Serve finger food according to client requirements. |

ELEMENT**PERFORMANCE CRITERIA**

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|---|-----------|-----|---|
| 4 | Clean up. | 4.1 | Remove and dispose of unused finger food according to workplace policies and procedures and health and food safety requirements. |
| | | 4.2 | Dispose of waste according to food safety requirements. |
| | | 4.3 | Clean dishes, tools, equipment and serving implements according to workplace policies and procedures and food safety requirements. |
| | | 4.4 | Store dishes, tools, equipment and serving implements according to workplace policies and procedures and food safety requirements. |
| | | 4.5 | Identify and dispose of unsuitable dishes and serving implements according to workplace policies and procedures and food safety requirements. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- personal presentation and hygiene practices to maintain food safety
- communication skills to access and interpret client requirements and receive instructions
- literacy and numeracy skills to interpret written instructions and calculate portions to minimise waste
- time management skills to maintain food safety and meet client requirements
- food preparation and presentation.

Required knowledge

- food safety requirements to prepare, present, clean up and dispose of finger food
- workplace policies and procedures to safely prepare and present finger food and minimise waste
- very basic understanding of relevant federal, state or territory, and local government food safety legislation
- presentation techniques for a variety of hot and cold finger food.

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, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to safely prepare and present a range of appetisers, sandwiches, cakes and biscuits to standard acceptable by workplace
- the use of food safety and personal hygiene practices throughout the preparation, presentation, storage and clean up of all food
- knowledge of food safety requirements
- preparing and presenting finger food on multiple occasions to ensure consistency of performance and ability to respond to different situations.

EVIDENCE GUIDE

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills within a fully equipped, commercially realistic food preparation area for finger food production
- use of authentic ingredients for finger food
- commercially-realistic ratios of food preparation and service staff to clients
- access to a range of foodstuffs and tools and equipment
- access to relevant documentation, including food safety standards and policies and procedures regarding workplace food preparation and presentation.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate completing food preparation, presentation and clean-up according to food safety and workplace requirements
- written or verbal questioning to assess knowledge and understanding of food safety requirements and procedures
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

Appetisers may include:

- hot
- cold
- classical
- modern
- of varying ethnic and cultural origins
- hors d'oeuvres
- canapés
- savouries.

Food safety requirements may include:

- correct duration and temperature of heating
- application of single use items
- personal presentation and hygiene
- correct use of tools and equipment
- use of serving implements
- allowable re-use of leftover food
- waste disposal
- cleaning of work areas.

Tools and equipment may include:

- appropriate cutting boards
- appropriate mixing bowls
- knives
- food processors.

RANGE STATEMENT

Workplace policies and procedures may include:

- waste minimisation
- safe food handling
- personal presentation and hygiene
- cleaning of work areas
- appropriate tools and equipment
- use of serving implements
- identification, reporting and disposal of cracked, chipped or broken tools and implements.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Client and Customer Service