



Australian Government

SIRXIND002 Organise and maintain the store environment

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to organise, clean and maintain the work environment to ensure optimal workplace appearance and safety.

It applies to individuals working in frontline operational roles in a diverse range of industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Clean the store environment.	1.1.Clean work areas according to work health and safety requirements and organisational procedures. 1.2.Use and store cleaning products and equipment according to manufacturer instructions. 1.3.Complete cleaning tasks safely and efficiently with minimum inconvenience to customers and team members.
2. Maintain the store environment.	2.1.Store products and equipment in designated storage areas to minimise hazards and maintain the store appearance. 2.2.Sort, recycle, and dispose of waste according to organisational

procedures.

2.3.Ensure customer services and point of sale areas are adequately stocked to minimise disruption when serving customers.

2.4.Identify and remove potential workplace hazards within scope of responsibility, and report any unresolved hazards to relevant personal.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret manufacturers' instructions, warning labels and instructions for the use of chemicals and hazardous substances.
Numeracy skills to:	follow simple dilution ratios for cleaning products.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRXIND002 Organise and maintain the store environment

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- organise and maintain a designated work area, within a store environment, during three shifts
- correctly use cleaning products and equipment to perform two cleaning tasks within the store environment.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- common cleaning product labels that identify chemicals and hazardous substances and their meaning
- organisational policies and procedures relevant to the organisation and maintenance of the store environment:
 - work health and safety (WHS)
 - general housekeeping
 - personal hygiene
 - reporting problems and faults
 - point of sale stock requirements
 - use, maintenance and storage of cleaning products and equipment
 - use of hazardous cleaning substances
 - waste disposal, recycling and environmental protection.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures for:

- work health and safety
- general housekeeping
- personal hygiene
- reporting problems and faults
- point of sale stock requirements
- use, maintenance and storage of cleaning products and equipment
- use of hazardous cleaning substances
- waste disposal, recycling and environmental protection
- cleaning products and equipment
- manufacturer instructions for use of cleaning equipment, cleaning materials and hazardous substances
- workplace waste for disposal
- work areas to be maintained
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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