



**Australian Government**

# **SITHKOP005 Coordinate cooking operations**

**Release: 1**

# SITHKOP005 Coordinate cooking operations

## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to coordinate the production of food in commercial kitchens. It requires the ability to plan the production of food, organise required food supplies for food production period, supervise food production processes and monitor the quality of kitchen outputs.

Food production can be for any type of cuisine and food service style. It covers Asian cookery, patisserie products and bulk-cooked foods.

The unit applies to hospitality and catering organisations, including hotels, restaurants, clubs, educational institutions, health establishments, defence forces, cafeterias, residential caterers, in flight and other transport caterers, event and function caterers.

It applies to those people who operate independently or with limited guidance from others including senior chefs and catering managers.

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

## Pre-requisite Unit

SITXFSA001 Use hygienic practices for food safety

## Competency Field

Kitchen Operations

## Unit Sector

Hospitality

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

1. Plan food production requirements.

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1.Determine **food production requirements**.
- 1.2.Choose food production processes to ensure nutritional value, quality and structure of foods.
- 1.3.Select appropriate in-house food production system to

- meet food production requirements.
- 1.4. Select and collate standard recipes for use of food production personnel.
  - 1.5. Prepare a work flow schedule and mise en place plan for food production according to menu and food volume requirements.
  - 1.6. Develop food preparation lists for use of food production personnel.
2. Organise availability of supplies for food production period.
    - 2.1. Calculate required food supplies for food production period.
    - 2.2. Check stores for availability and quantity of required stocks.
    - 2.3. **Order or purchase** additional stock.
  3. Coordinate kitchen operations.
    - 3.1. Supervise food production processes to ensure food safety.
    - 3.2. Oversee and adjust kitchen work flow to maximise teamwork and efficiency.
    - 3.3. Control production sequence of food items to enable smooth work flow and minimise delays.
  4. Monitor the quality of kitchen outputs.
    - 4.1. Monitor kitchen work processes at all stages of preparation and cooking to ensure quality of food items.
    - 4.2. **Check** that items match recipes and menu descriptions.
    - 4.3. Ensure that food items are of consistent quality and meet organisational standards.
    - 4.4. Conduct final check on food items before they are served, stored or despatched from kitchen.
    - 4.5. Instruct kitchen staff to adjust food items to meet quality requirements and organisational standards.
    - 4.6. Supervise safe storage of food.

## 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: | <ul style="list-style-type: none"> <li>interpret recipes, menus and stock control documents</li> <li>select and apply the organisational procedures and strategies needed to perform work effectively.</li> </ul> |
| Writing skills to: | <ul style="list-style-type: none"> <li>write comprehensive yet easily accessible work flow schedules, mise en place plans, and food preparation lists.</li> </ul>                                                 |

|                                    |                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oral communication skills to:      | <ul style="list-style-type: none"><li>• respond to feedback from food production personnel, providing instructions and asking questions to clarify when necessary.</li></ul>                                                                                                                                                                                  |
| Numeracy skills to:                | <ul style="list-style-type: none"><li>• calculate required food supplies for the volume of food production</li><li>• determine timings for production sequence of various food items.</li></ul>                                                                                                                                                               |
| Problem-solving skills to:         | <ul style="list-style-type: none"><li>• analyse food production requirements and develop comprehensive operational plans to meet those needs</li><li>• identify breakdowns in kitchen work flow and adjust to maximise efficiency</li><li>• recognise deficiencies in the quality of food and make adjustments to ensure a quality product.</li></ul>         |
| Teamwork skills to:                | <ul style="list-style-type: none"><li>• coordinate a team of food production personnel:<ul style="list-style-type: none"><li>• delegating work within the team</li><li>• briefing and debriefing team members on new products and recipes</li></ul></li><li>• discuss process improvements and changes to food production and service requirements.</li></ul> |
| Planning and organising skills to: | <ul style="list-style-type: none"><li>• efficiently sequence the stages of food preparation and production for a whole of kitchen operation.</li></ul>                                                                                                                                                                                                        |
| Self-management skills to:         | <ul style="list-style-type: none"><li>• take responsibility for kitchen management and quality outputs.</li></ul>                                                                                                                                                                                                                                             |
| Technology skills to:              | <ul style="list-style-type: none"><li>• operate a food production system for commercial kitchens.</li></ul>                                                                                                                                                                                                                                                   |

## Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

|                                                                           |                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Food production requirements</i></b> must include consideration of: | <ul style="list-style-type: none"><li>• customer requirements</li><li>• meal quantities required</li><li>• menu items</li><li>• organisational standards</li><li>• portion control</li><li>• special customer requests</li><li>• special dietary requirements</li></ul> |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Order or purchase** of stock may involve one or more of the following:
- standard recipes
  - timeframe
  - type of food to be prepared.
  - ordering direct from suppliers
  - ordering through central stock ordering system
  - personally purchasing food supplies through an inspection and quality selection process
  - transferring stocks from central storage to food production storage area.
- Checking** must involve:
- customer feedback
  - feedback from kitchen staff
  - formal audits against organisational standards
  - taste tests
  - visual inspection of presentation.

## Unit Mapping Information

SITHKOP403 Coordinate cooking operations

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

# Assessment Requirements for SITHKOP005 Coordinate cooking operations

## 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:

- supervise food production processes and monitor and report on the quality of kitchen outputs for a minimum of twelve complete service periods (shifts) including:
  - development of:
    - kitchen workflow schedules
    - mise en place lists
    - food preparation lists
  - calculating and ordering food supplies for at least four of the types of food service styles listed in the knowledge evidence
- coordinate cooking operations within commercial time constraints for food production processes, which must include at least two of the following categories:
  - bulk cooking
  - cook chill for extended life
  - cook chill for five day shelf life
  - cook freeze
  - fresh cook.

## Knowledge Evidence

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

- for at least three of the hospitality and catering organisations detailed in the unit's application:
  - comprehensive details of food production processes for:
    - receiving
    - mise en place
    - preparing or cooking
    - post-cooking storage
    - reconstitution
    - re-thermalisation
    - serving

- critical control points in food production where food hazards must be controlled
- menus and recipes for items produced in performance evidence
- indicators of quality food products:
  - appearance and visual appeal
  - colour
  - consistency
  - moisture content
  - mouth feel and eating properties
  - plate presentation
  - portion size
  - shape
  - taste
  - texture
- types of food service styles:
  - à la carte
  - buffet
  - set menu
  - table d'hôte
  - bulk cooking operations
  - functions and events
  - festivals
- use of designated decorations, garnishes or sauces
- types of food production systems and their characteristics for different production methods specified in the performance evidence
- range of formats and content for:
  - kitchen workflow schedules
  - mise en place plans
  - food preparation lists.

## Assessment Conditions

Skills must be demonstrated in an operational commercial kitchen. This can be:

- an industry workplace
- a simulated industry environment, such as a training kitchen servicing customers.

Assessment must ensure access to:

- fixtures and large equipment:
  - commercial grade work benches (1.5 m/person)
  - commercial refrigeration facilities:
    - cool room

- freezer
- fridge
- designated storage areas for dry goods and perishables
- recording systems
- storage facilities:
  - containers for hot and cold food
  - shelving
  - trays
- small equipment:
  - thermometers
  - tongs and serving utensils
- diverse and comprehensive range of perishable food supplies for commercial cookery or catering operations
- organisational specifications:
  - commercial cleaning schedules
  - current commercial stock control procedures and documentation for ordering, monitoring and maintaining stock
  - mise en place lists, menus and standard recipes and recipes for special dietary requirements
  - ordering and docketing paperwork
  - food safety plan
  - safety data sheets (SDS) for cleaning agents and chemicals
  - work flow schedules
- industry realistic ratios of food production staff to the individual who is coordinating them throughout food production periods; these can be:
  - staff and customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>