



Australian Government

SITXINV006 Receive, store and maintain stock

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to check and take delivery of stock and appropriately store, rotate and maintain the quality of stock items.

It requires the ability to store perishable supplies in optimum conditions to minimise wastage and avoid food contamination.

The unit is particularly important within a food safety regime and 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.

Personnel at many levels use this skill in the workplace during the course of their daily activities, including cooks, chefs, caterers, and kitchen attendants.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Unit Code	Unit Title
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SITXFSA005	Use hygienic practices for food safety
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Competency Field

Inventory

Unit Sector

Cross-Sector

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. Take delivery of stock.	1.1. Check incoming stock against orders and delivery documentation. 1.2. Inspect items for damage, quality and use-by dates and record findings according to organisational procedures. 1.3. Conduct and record temperature checks on perishable stock, ensuring they are within specified tolerances. 1.4. Identify discrepancies or deficiencies with delivered stock items, and reject supply within scope of own responsibility, or report findings. 1.5. Record details of incoming stock according to organisational procedures.
2. Store stock in appropriate conditions.	2.1. Choose and prepare correct environmental conditions for the storage of stock. 2.2. Promptly transport stock to storage area, using safe manual handling techniques to avoid injury. 2.3. Label perishable stock according to organisational procedures. 2.4. Store supplies in appropriate storage area to minimise wastage and avoid food contamination. 2.5. Maintain cleanliness of stock handling and storage areas, and identify and report problems.
3. Maintain and rotate stock.	3.1. Regularly check environmental conditions of all storage areas and equipment to maintain stock at optimum quality. 3.2. Protect supplies from damage of cross-contamination and pests. 3.3. Rotate perishable supplies according to principles of first-in-first-out to minimise wastage according to expiration dates. 3.4. Report on excess stock according to organisational procedures.
4. Check and dispose of spoilt stock.	4.1. Regularly check the quality of stock, identify deficiencies and report according to organisational procedures. 4.2. Inspect stock for pest damage and report according to organisational procedures. 4.3. Safely dispose of all spoilt stock, to minimise negative environmental impacts.

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
Writing skills to:	• write stock rotation labels and simple documents that record temperature results.
Oral communication skills to:	• make simple verbal reports on the disposal of perished supplies.
Numeracy skills to:	• read a thermometer correctly to measure temperatures • estimate times for regular temperature checks.
Technology skills to:	• use thermometers and adjust temperature and humidity controls on storage equipment.

Unit Mapping Information

Supersedes and is not equivalent to SITXINV001 Receive and store stock and SITXINV002 Maintain the quality of perishable items.

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 SITXINV006 Receive, store and maintain stock

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:

- receive, store and maintain stock for deliveries of each of the following types of food supplies:
 - dairy products
 - dry goods
 - eggs
 - frozen goods
 - fruit and vegetable
 - meat
 - poultry
 - seafood
- for each of the above deliveries:
 - correctly interpret stock orders and delivery documentation
 - ensure use of appropriate environmental conditions
 - ensure stock is stored according to commercial time constraints and safe food handling practices
- conduct temperature and quality checks on each of the above delivered goods to establish whether they are within allowable tolerances:
 - cold or chilled foods
 - dry goods
 - frozen foods
 - raw foods
- identify spoilt stock and dispose of according to organisational procedures.

Knowledge Evidence

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

- principles of stock control:
 - rotation of stock
 - product life cycle

- minimising wastage of stock
- key functions of stock control systems
- organisational procedures for:
 - order and delivery documentation
 - receiving and recording incoming stock
 - reporting on discrepancies or deficiencies
 - stock security
- safe manual handling techniques for the receipt, transportation and storage of stock
- contents of date codes and rotation labels for stock
- meaning of contaminant, contamination and potentially hazardous foods as defined by the Australia New Zealand Food Standards Code
- reasons for protecting food from contamination
- different types of contamination:
 - microbiological
 - chemical
 - physical
- methods of rejecting contaminated food
- potential deficiencies of delivered stock:
 - contaminated stock
 - stock that is intended to be:
 - frozen but has thawed
 - chilled but has reached a dangerous temperature zone
 - packaged stock that is exposed through damaged packaging
- correct environmental storage conditions for each of the main food types specified in the performance evidence:
 - correct humidity and temperature
 - correct ventilation
 - protecting perishables from exposure to:
 - heating or air conditioning
 - accidental damage through people traffic
 - environmental heat and light
 - sanitary cleanliness and hygiene
 - storing stock:
 - in dry stores
 - in cool rooms or refrigerators
 - in freezers
- food safety procedures and standards for storage of stock:
 - appropriate containers
 - avoiding allergen contamination
 - labelling and coding

- first in first out methods
- product life of stock
- quarantining the storage of items that are likely to be the source of contamination of food:
 - chemicals
 - clothing
 - personal belongings
- indicators of spoilage and contamination of stock
- correct and environmentally sound disposal methods for spoilt stock.

Assessment Conditions

Skills must be demonstrated in an operational business environment where stock is received and stored. This can be:

- an industry workplace; or
- an industry-realistic simulated environment.

Assessment must ensure access to:

- commercial refrigeration facilities:
 - freezer
 - fridge
- designated:
 - delivery area
 - storage areas for stock
- diverse and comprehensive range of stock for food types listed in the performance evidence
- organisational specifications:
 - current commercial stock control procedures and documentation for the receiving, storage and monitoring of stock
 - temperature recording charts
- food labels
- thermometers.

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

Links

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