



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

Elements describe the essential outcomes

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

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|---|---|
| 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>