



Australian Government

Department of Education, Employment and Workplace Relations

THHBKA01B Organise and prepare food

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit deals with the skills and knowledge required to organise and prepare a variety of foods for the kitchen of a hospitality or catering operation. It focuses on general food preparation techniques.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Prepare and use equipment	1.1 Select equipment of the correct type and size for the job, and ensure that it is clean, safely assembled and ready before use. 1.2 Use equipment correctly, safely and hygienically.
2 Assemble and prepare ingredients for menu items	2.1 Identify ingredients correctly, according to standard recipes, recipe cards or enterprise requirements. 2.2 Assemble ingredients according to the correct quantity, type and quality required. 2.3 Prepare ingredients in the required form and time frame.
3 Prepare dairy, dry goods, fruits and vegetables	3.1 Prepare food according to correct weight, amount and/or number of portions. 3.2 Clean, peel and/or prepare vegetables and fruit as required for menu items. 3.3 Prepare dairy products as required for menu items, ensuring they are correctly handled. 3.4 Measure, sift where appropriate, and use dry goods as required for menu items. 3.5 Prepare general food items correctly as required for menus.
4 Prepare meat, seafood and poultry	4.1 Prepare and portion food accurately, according to size and/or weight and required menu items. 4.2 Trim, mince or slice and prepare meat correctly. 4.3 Clean, prepare and/or fillet fish and seafood correctly. 4.4 Trim and prepare poultry correctly. 4.5 Store meat, seafood and poultry hygienically.

Required Skills and Knowledge

Not applicable.

Evidence Guide

Essential Skills and Knowledge to be Assessed

The following skills and knowledge must be assessed as part of this unit:

uses and characteristics of basic food products and types of menus as required
hygienic handling of food and equipment
safe work practices according to occupational health and safety principles and procedures, particularly with regard to using knives
logical and time-efficient work flow
knife handling techniques
cutting techniques for fruit and vegetables appropriate to the style of cuisine such as julienne, brunoise, paysanne, macedoine, jardiniere and turning
waste minimisation techniques and environmental considerations in specific relation to food preparation.

Linkages to Other Units

This unit has linkages to the following units, and combined training and assessment is strongly recommended:

THHGHS01B Follow workplace hygiene procedures

Critical Aspects of Assessment

Evidence of the following is critical:

application of hygiene and safety principles and procedures
ability to organise and prepare a general range of foods efficiently and within realistic industry timeframes.

Context of Assessment and Resource Implications

Assessment must ensure:

demonstration of skills within a fully-equipped food preparation area (including industry-current equipment)
use of real ingredients
preparation of multiple food items within typical workplace conditions including time constraints.

Assessment Methods

Assessment methods must be chosen to ensure that the skills and processes for various food preparation techniques can be practically demonstrated. Methods must include assessment of knowledge as well as assessment of practical skills.

The following examples are appropriate for this unit:

direct observation of the candidate preparing food
inspection of food items prepared by the candidate
written or oral questions to assess knowledge of preparation techniques for various food types
review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Key Competencies in this Unit

Key competencies are an integral part of all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform Level 2 = Administer and Manage Level 3 = Design and Evaluate

Key Competencies

Collecting, Organising and Analysing Information

For example:

Collecting and organising foods and commodities for menu items

Prioritising tasks

Reading menus, recipes and task sheets (1)

Communicating Ideas and Information

For example:

Reading recipes, menus and instructions, orders

Communicating with other members of the kitchen team and food service staff (1)

Planning and Organising Activities

For example:

Planning sequence and timing of food preparation tasks (1)

Working with Others and in Teams

For example:

Working co-operatively with other members of the kitchen team (1)

Using Mathematical Ideas and Techniques

For example:

Calculating portions, weighing and measuring quantities of ingredients (1)

Solving Problems

For example:

Dealing with minor problems such as shortages of ingredients (1)

Using Technology

For example:

Using kitchen equipment (1)

Essential Skills and Knowledge to be Assessed

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uses and characteristics of basic food products and types of menus as required

hygienic handling of food and equipment

safe work practices according to occupational health and safety principles and procedures,

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Collecting and organising foods and commodities for menu items

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Planning and Organising Activities

For example:

Planning sequence and timing of food preparation tasks (1)

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For example:

Working co-operatively with other members of the kitchen team (1)

Using Mathematical Ideas and Techniques

For example:

Calculating portions, weighing and measuring quantities of ingredients (1)

Solving Problems

For example:

Dealing with minor problems such as shortages of ingredients (1)

Using Technology

For example:

Using kitchen equipment (1)

Range Statement

This unit applies to hospitality and catering operations where food is prepared and served, and may include the preparation of food for Asian cuisines. The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

The term "organising and preparing food" is also referred to as "mise-en-place" and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.

A wide variety of foods and food types must be prepared. The focus of this general range of foods will vary, however, it must include commonly-used items, as follows:

dairy products, for example, milk, yoghurt, cheeses and alternatives, e.g. soy products.

dry goods such as flours, sugars, pastas and rice

standard fruits and vegetables

general food items such as sauces, condiments and flavourings, garnishes, coatings and batters
meat, seafood and poultry which may be fresh, frozen, preserved or pre-prepared, and may also include meat products such as standard cuts, sausages, hams, salamis and other meat products.

Equipment and technology may be mechanical or power driven and may include:

knives, cleavers and utensils

food processors, blenders and mixers

slicers

grills and salamanders

fryers

large (fixed) equipment such as bains marie and fridges.

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Unit Sector(s)

Not applicable.