

		<b>Unit ID: 305</b>
<b>Domain</b>	<b>FOOD AND BEVERAGE SERVICE</b>	
<b>Title:</b>	<b>Clean and tidy bar areas in a hospitality establishment</b>	
<b>Level: 3</b>	<b>Credits: 2</b>	

### Purpose

This unit standard specifies the competency required to clean and tidy bar areas in a hospitality establishment. People credited with this unit standard are able to: clean bar and equipment; and clean and maintain public bar areas.

### Special Notes

1. Entry information

Prerequisites:

- Unit 42 *Follow workplace health, safety and hygiene procedures in a hospitality establishment* or demonstrated equivalent knowledge and skills
- Unit 292 *Practice food safety methods in a hospitality establishment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace or simulated workplace in which there is a high degree of realism that replicates a commercial workplace setting. Where a simulated workplace is used, candidates must be:

- placed under realistic time pressures
- use commercial equipment for both training and assessment
- encounter realistic customer/staff ratios.

While the end user in the assessment activity may be the assessor, there must be documented evidence of multiple occasions where the candidate has provided services for 'guests' who have the expectations of a paying guest.

3. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, technical unit standards in this Domain or in the Domain of Housekeeping Operations. This unit standard is intended for bar staff and does not refer to the work of Housekeeping staff within the establishment who may have responsibilities for cleaning within bar areas.
4. The establishment's policies and procedures relating to lost and found property are adhered to.
5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with establishment procedures and manufacturer's instructions.

## 6. Glossary

- *Cleaning materials* refers to water and items such as general and spot cleaning agents, cleaning agents for specialised surfaces including window and glass cleaners, disinfectants, deodorizers.
- *Cleaning equipment* refers to items such as cloths, dusters, brooms, mops, brushes, buckets, waste bags, spray bottles.
- The term *establishment requirements* or procedures refers to any policy, procedure or agreed requirement, either written or oral, that is made known to the worker for use in their work.
- *Safe working practices* include day to day observation of safety policies and procedures, legislative requirements and professional requirements.
- *Specifications* refers to any, or all of the following: manufacturer's specifications and recommendations, establishment specific requirements.

## 7. Regulations and legislation relevant to this unit standard include the following:

- Labour Act No 11 2007 as amended
- Tobacco Products Control Act No 1 of 2010
- Financial Intelligence Act No 3 of 2007
- The Social Security Act 1994
- The Employee Compensation Amendment Act 5 of 1995
- Liquor Act 6 of 1998
- Public Health Amendment Act 45 of 1976
- The International Health Regulation Act 28 of 1974
- Regulations relating to the Health and Safety of employees at work, 1997 and all subsequent amendments to any of the above.

### **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na)

### **Elements and Performance Criteria**

#### **Element 1: Clean bar and equipment**

## **Range**

*Bar surfaces and equipment* may include service counters, beer, wine and post mix service points, refrigeration equipment, ice machines, blenders, coffee machines, utensils, glassware, food containers for garnishes and snacks, glass washing machines.

## **Performance Criteria**

- 1.1 Cleaning equipment selected to carry out tasks is consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.
- 1.2 Cleaning materials are identified and prepared according to establishment procedures.
- 1.3 Bar surfaces are cleaned in line with establishment standards and hygiene regulations, in consultation with other bar attendants and with minimum disruption to bar operations.
- 1.4 Equipment is cleaned in line with manufacturer's instructions and establishment procedures.
- 1.5 Condition of utensils and glassware are checked during the cleaning process for dirty or damaged items in line with establishment procedures.
- 1.6 Broken and cracked items and other waste are safely disposed of in line with establishment procedures and environmental considerations.
- 1.7 Rubbish bins and ashtrays are emptied, cleaned and readied for re-use in accordance with establishment procedures.
- 1.8 Inconvenience to guests while cleaning is minimised.

## **Element 2: Clean and maintain public bar areas**

### **Range**

*Public bar areas* may be indoor or outdoor.

### **Performance Criteria**

- 2.1 Cleaning equipment selected to carry out tasks is consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.
- 2.2 Cleaning materials are identified and prepared according to establishment procedures.
- 2.3 Public areas which require cleaning or maintenance are identified promptly and appropriate action taken in line with establishment procedures.

- 2.4 Empty and unwanted glasses are cleared at regular intervals with minimum disruption to guests in line with establishment procedures.
- 2.5 Public bar areas are cleaned and prepared hygienically in line with establishment procedures.
- 2.6 Inconvenience to guests while cleaning is minimised.
- 2.7 Interaction with guests is courteous and conforms with guest service and establishment procedures.

### **Registration Data**

<b>Subfield:</b>	Hospitality and Tourism
<b>Date first registered:</b>	29 March 2007
<b>Date this version registered:</b>	15 November 2012
<b>Anticipated review:</b>	2017
<b>Body responsible for review:</b>	Namibia Training Authority