

	<b>Unit ID: 313</b>
<b>Domain</b>	<b>COMMERCIAL COOKERY AND CATERING</b>
<b>Title:</b>	<b>Set up and close down a food preparation area in a hospitality establishment</b>
<b>Level: 3</b>	<b>Credits: 4</b>

### Purpose

This unit standard specifies the competency required to organise a food preparation area in a hospitality establishment. People credited with this unit standard are able to: prepare workplace and equipment for food preparation; assemble ingredients and pre-prepare food items; and close down workstation.

### 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.

There must be documented evidence of multiple occasions where the candidate sets up and closes down a food preparation area.

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.

4. Glossary

- 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 in the kitchen 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.
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. Regulations and legislation relevant to this unit standard include the following:
    - Labour Act No 11 2007 as amended
    - The Social Security Act 1994
    - The Employee Compensation Amendment Act 5 of 1995
    - Tobacco Products Control Act No 1 of 2010
    - 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: Prepare workplace and equipment for food preparation**

##### **Range**

*Equipment* may include but is not limited to knives, food utensils, food processors, blenders and mixers, slicers, grills and salamanders, fryers, large (fixed) equipment such as bain marie and fridges, microwave ovens, stoves, steamers, chafing dishes, burners.

##### **Performance Criteria**

- 1.1 Workplace is cleared and cleaned before use in line with establishment procedures.
- 1.2 Equipment is inspected for cleanliness, checked for suitability and safety, and prepared for use in line with establishment procedures.

## **Element 2: Assemble ingredients and pre-prepare food items**

### **Range**

*Ingredients* may include but are not limited to dairy products (including milk, yoghurt, cheeses and alternatives such as soy products), dry goods (including flour, sugar, pasta and rice), fruit, vegetables, general food items (including sauces, condiments and flavourings, garnishes, coatings and batters), meat (fresh, frozen, preserved or pre-prepared and including standard cuts, cold cuts, sausages, hams, salamis) seafood and poultry and other meat products. Ingredients relevant to the menu items associated the establishment should be used in any assessment.

### **Performance Criteria**

- 2.1 Ingredients for food preparation are identified in line with recipes and establishment requirements.
- 2.2 Ingredients are assembled, taking into account correct quantities, types and quality, in line with recipes and establishment requirements.
- 2.3 Ingredients are prepared, taking into account correct weight, temperature, amount and/or number of portions, and guest requirements in line with recipe and establishment requirements.
- 2.4 Ingredients are cleaned, peeled, measured, sifted, trimmed, minced, grated, cut, mixed, blended, or sliced and prepared in line with recipe and establishment requirements.
- 2.5 Equipment is used correctly, safely and hygienically in line with establishment requirements.

## **Element 3: Close down workstation**

### **Performance Criteria**

- 3.1 Work schedules are followed in line with establishment procedures.
- 3.2 Food items are stored hygienically in line with establishment procedures.
- 3.3 Waste, including food waste, is sorted for recycling and disposed of according to hygiene regulations, establishment procedures and environmental considerations.
- 3.4 Cleaning equipment is assembled, disassembled and stored in a safe manner in line with establishment procedures.
- 3.5 Chemicals and cleaning equipment are used correctly and safely to clean and sanitise walls, floors, shelves and other surfaces in the food preparation area as required and without causing damage to health or property in line with establishment procedures.

- 3.6 Emergency and First Aid procedures are followed in the event of any accident in line with establishment procedures.
- 3.7 Cleaning chemicals are disposed of safely and in line with environmental considerations and establishment procedures.
- 3.8 Kitchen linen and cloths are sorted and safely disposed of in line with establishment procedures.
- 3.9 Shutdown of machines, ovens, fryers, appliances, extractors, gas and water is carried out in accordance with manufacturers' specifications 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
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<b>Body responsible for review:</b>	Namibia Training Authority