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| Domain | TOUR GUIDING | Unit ID: 191 |
| Title: | Prepare and serve meals outdoors for tour guiding operations | |
| Level: 3 | | Credits: 8 |

Purpose

This unit standard specifies the competency required to prepare and serve meals outdoors for tour guiding operations. It includes following hygienic work procedures, setting up and operating an outdoor kitchen, setting tables for a meal outdoors, preparing a braai outdoors, serving food outdoors and clearing the kitchen area. This elective unit standard is intended for those who work as tour guides and those catering for tour guiding operations.

Special Notes

1. Entry information:
 - Prerequisite:
 - Unit 170 *Follow occupational health and safety procedures in tour guiding operations* or demonstrated equivalent knowledge and skills
 - Unit 177 *Apply First Aid in tour guiding operations* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of following hygienic work procedures, setting up and operating an outdoor kitchen, setting tables for a meal outdoors, preparing a braai outdoors, serving food outdoors and clearing the kitchen area as part of tour guiding operations.
3. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which tour guiding operations are carried out.
4. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' and company guidelines and instructions.
5. '*Safe working practices*' are to include day to day observation of safety policies and procedures, legislative requirements and professional requirements.
6. Glossary
 - A *braai* is a meal, prepared on an open fire and served outdoors.
7. Tour guides must comply with the Namibia Tourism Board's Code of Conduct for Tour Guides.
8. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act No 6, 1992
 - 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
- Nature Conservation Ordinance 4 of 1975
- Namibia Tourism Board Act 21 of 2000
- Water Resources Management Act 24 of 2004
- Occupational Health and Safety Regulations No.18, 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 on www.nta.com.na

Elements and Performance Criteria

Element 1: Follow workplace hygiene procedures in outdoor food preparation

Potential hygiene risks may include but are not limited to incorrect storage temperatures of food, exposed food, unclean working conditions, personal hygiene.

Reducing hygiene risk may include but is not limited to treating water if required, to ensure suitability for human consumption.

Performance Criteria

- 1.1 Food contamination hazards in an outdoor kitchen are identified and eliminated or controlled in line with organisational procedures.
- 1.2 Action is taken to reduce hygiene risk within the scope of individual responsibility and in accordance with organisational requirements and occupational health and safety regulations.
- 1.3 Workplace hygiene procedures are identified and adhered to in accordance with organisational and legislative requirements.
- 1.4 Hygiene risks beyond the control of individual staff members are reported immediately to the appropriate person for follow-up.
- 1.5 Quality of food and beverages is monitored throughout the tour and any required adjustments to storage are made.

Element 2: Set up and operate an outdoor kitchen

Range

Food preparation equipment includes but is not limited to cutlery and crockery, glassware, pots and pans.

Planning outdoor meals includes but is not limited to budget, duration of trip, number of guests, climate, special dietary requirements, facilities and equipment available for outdoor cooking, availability of supplies.

Performance Criteria

- 2.1 Outdoor kitchen is prepared, operated and closed down in line with organisational procedures.
- 2.2 Outdoor meals are planned in line with organisational procedures and guest requirements.
- 2.3 Food preparation equipment is selected, cleaned and prepared as required.
- 2.4 Table linen is selected, cleaned and prepared.
- 2.5 Campsite food and beverages are maintained and stored to ensure safety and hygiene requirements are met for particular types of food.

Element 3: Set tables for a meal outdoors

Performance Criteria

- 3.1 Lighting is arranged in line with safety, meal and guest requirements and organisational procedures.
- 3.2 Cutlery, crockery and glasses are arranged in accordance with requirements and organisational procedures.
- 3.3 Cloths, serviettes and service ware are arranged in accordance with organisational procedures and guest requirements.
- 3.4 Decorations to optimise the use of natural materials and to complement the theme or ambience being created, are used in line with organisational procedures.

Element 4: Prepare a braai outdoors

Performance Criteria

- 4.1 Braai and other cooking equipment are used in line with guest requests and organisational requirements.
- 4.2 Food is handled in a safe manner in line with organisational procedures.
- 4.3 A range of food preparation techniques and cooking methods are used to prepare outdoor meals in a safe and hygienic manner, within accepted timeframes and in line with organisational procedures.
- 4.4 Food items are protected from animals, debris and dust, in line with organisational procedures.

Element 5: Serve food outdoors and clear food and service areas after meal

Performance Criteria

- 5.1 Meal is announced to guests and any items that may be unfamiliar to guests are explained.
- 5.2 Meal is served in line with organisational procedures and individual preferences.
- 5.3 Tables are cleared in line with organisational procedures.
- 5.4 Equipment and utensils are cleaned, sanitised and stored in a safe, hygienic and environmentally sound manner in line with organisational procedures.

Registration Data

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