

3120 Organise the receipt and storage of goods and materials in a food environment

SQA Unit Code

H3L1 04

Level 3

SCQF Level 6

Credit value 6

Unit Summary

This unit is about the skills needed for you to organise the receipt and storage of goods and materials in food and drink manufacture and/or supply operations. Organising the receipt and storage of goods and materials is important in ensuring that incoming goods are checked and handled effectively. It includes organising the storage facilities and keeping reliable stock records. It also involves monitoring the quality of goods, the way in which goods are moved and stored and being able to evaluate different ways of doing things so that profitable changes can be made.

You will need to be able to monitor and assess incoming deliveries against requirements. You also need to show you can organise and maintain storage facilities. You must also show you can monitor and maintain stock movement and storage practice.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in receiving and storing food and drink goods.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show:
<p>1. Monitor and assess incoming deliveries against requirements This means you:</p> <p>Assemble enough able staff and brief them adequately before deliveries are received</p> <p>Ensure that the goods receiving area is prepared and that adequate storage space is prepared for the delivery</p> <p>Check that deliveries are unloaded safely and securely</p> <p>Ensure that goods are promptly checked against requirements</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of monitoring and assessing incoming deliveries against requirements as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Ensure that documentation is complete and accurate and processed promptly Check delivery records to see whether your organisation's service requirements have been met by individual suppliers</p> <p>Identify discrepancies and delivery problems accurately, and resolve them promptly</p>	
<p>2. Organise and maintain</p> <p>This means you:</p> <p>Organise storage facilities to take account of storage facilities operational needs, safety requirements and the preservation of the condition of goods</p> <p>Provide staff with accurate, up to date information and appropriate training in the operation of the storage system</p> <p>Allocate and clearly explain roles and responsibilities in storing and moving goods develop and update contingency plans to cope with abnormal situations</p> <p>Check regularly that people are storing and moving goods competently, safely and securely keep complete, accurate and up-to-date stock records that can be accessed by everyone who needs them</p>	<p>Evidence of organising and maintaining as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>3. Monitor and maintain stock movement and storage practice</p> <p>This means you:</p> <p>Maintain a routing for checking stock and storage, and carry out spot checks at appropriate intervals</p> <p>Ensure that out of date stock at risk of deteriorating is identified promptly, and that prompt remedial action is taken which meets both organisational and legal requirements</p> <p>Monitor the storage and movement of stock, to check that your organisation's requirements are being met</p>	<p>Evidence of monitoring and maintaining stock movement and storage practice as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

You need to know and understand:

Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.

1. how to prepare for the receipt and handling of different types of goods
2. procedures for receiving goods, including dealing with discrepancies and late deliveries
3. staff involved in or affected by a delivery schedule and the information they need to be able to receive goods efficiently
4. your business' criteria for accepting goods
5. why it is important to check incoming goods against requirements promptly after unloading
6. recording and control systems including procedures for checking goods received
7. safety and security procedures for receiving goods and materials
8. how to assess the storage needs for goods on order
9. how to protect goods from deterioration and damage in a variety of circumstances
10. how to determine appropriate storage layout and solve storage problems efficiently, safely and securely
11. how to run the stock recording and controlling systems efficiently and accurately
12. legal requirements for storing goods and materials in food manufacture Chain
13. when and who to check stock and storage, including both routine and spot checks
14. legal and organisational requirements for removing out of date stock
15. your organisation's requirements for storing and moving stock, and how to monitor that these requirements are being met
16. how to evaluate the profitability of ideas for improving the procedures for moving and storing stock
17. the causes of stock deterioration and damage and how these affect products
18. your business' requirements and quality standards for storage
19. what information colleagues require to be able to operate the storage system effectively
20. company policy and procedures relating to goods susceptible to damage or deterioration
21. your business' systems and procedures for moving and storing goods and materials

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written