

2081 Store goods and materials in a food environment		
SQA Unit Code		H3KB 04
Level 2	SCQF Level 5	Credit value 7

Unit Summary

This unit is about the skills needed for you to store goods and materials in food and drink manufacture and/or supply operations. When storing goods and materials it is important to identify the different types of stock and their storage requirements. It is also about putting goods and materials into correct locations using correct handling techniques to minimise damage to or contamination to the goods and materials.

You will need to be able to select goods and materials for storage and correct locations. You also need to show you can arrange and put stock in allocated locations. You must also show you can report difficulties and check documentation.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in putting goods and materials into storage.

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. Select goods and materials for storage and correct locations</p> <p>This means you:</p> <p>Identify the right stock to be put in selection and storage locations</p> <p>Identify the correct storage location and keep it hygienic and safe</p> <p>Meet customers' requirements regarding storage where possible, taking into account what facilities are available and the storage conditions</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of selecting goods and materials for storage and correct locations in accordance with workplace procedures</p> <p>This must include two types of goods or materials</p>
<p>2. Arrange and put stock in allocated locations</p> <p>This means you:</p>	<p>Evidence of arranging and putting stock in allocated locations in accordance with workplace procedures</p>

<p>Follow safe and hygienic working practices when handling stock</p> <p>Maintain stock condition by using the correct handling techniques</p> <p>Check the product visually to make sure it meets customer or company specification</p> <p>Put the correct stock in the correct location and in the allocated space within the time specified</p> <p>Place goods and materials so that they can be accessed in the order required to meet stock rotation requirements</p> <p>Store goods and materials in a way that makes best use of available space</p>	<p>This must include identifying the necessary conditions, e.g. security, safety and environment, for two types of goods and materials,</p> <p>This must include identifying the storage requirements, e.g. duration, volume, accessibility, for two types of goods and materials</p>
<p>3. Report difficulties and check documentation</p> <p>This means you:</p> <p>Report difficulties in placing goods and materials which cannot be immediately resolved to the relevant person</p> <p>Complete stock records accurately and pass them on promptly as required</p> <p>Make sure that documentation is complete and accurate</p>	<p>Evidence of reporting difficulties and checking documentation in accordance with workplace procedures</p> <p>This must include taking effective action in response to one operating problem</p>

<p>You need to know and understand:</p> <p>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.</p>
<ol style="list-style-type: none"> 1. Types of goods and materials held in storage 2. Types of location designed specifically for the storage of particular types of goods and materials 3. What storage facilities and locations are available and their characteristics 4. Why it is important to select suitable storage locations 5. How to assess the suitability of storage locations, including its suitability to maintain the quantity and quality of goods and materials in storage, and the suitability of the location to support the goods and materials for the duration of the storage period 6. What the storage requirements are for the range and types of goods and materials held in storage and where to get information about them

7. Why it is important to check the transfer route to storage and hazards
8. The different security, safety and environmental conditions required for different types of goods and materials
9. Relevant regulations that apply to the storage of goods and materials (eg COSHH)
10. Methods of handling goods and materials to protect them from damage and possible contamination, and to protect personnel and equipment
11. Checks required to make sure goods and materials meet customer or company specifications
12. Types of equipment defects and how to deal with them
13. Types of handling and securing equipment, including mobile equipment and vehicles
14. What costs are associated with damaged goods and materials, and why it is important that damaged goods and materials reported immediately
15. Why it is important to store items in the allocated location, and the procedures to follow when the allocated location is not suitable or available
16. What information contained on goods and materials or in documentation is relevant to storage requirements
17. Why complete and accurate documentation is important
18. What the communication structures and procedures are within your company
19. Why it is important to communicate effectively and what may happen if this is not done

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