

## 2080 Receive goods and materials in a food environment

**SQA Unit Code**

**H44F 04**

**Level 2**

**SCQF Level 5**

**Credit value 7**

### Unit Summary

This unit is about the skills needed for you to receive food and drink goods and materials for storage in food and drink manufacture and/or supply operations. Receiving food and drink goods and materials for storage is important to the efficient and effective control of stock. It is also therefore essential to production flow.

You will need to be able to check goods and materials. You also need to show you can move and handle goods and materials safely and hygienically. You must also show you can update records, stock control systems, and finish goods and materials intake.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in receiving goods and materials for 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. Check goods and materials</p> <p>This means you:</p> <p>Check that goods and materials entering storage match the type, quality and quantity as stated in the documentation</p> <p>Take immediate action within your limit of authority to deal with any discrepancies and report your actions accurately to the relevant person</p> <p>Complete accurately any necessary preparation and labelling</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b></p> <p>Evidence of checking goods and materials in accordance with workplace procedures</p> <p>This must include two types of goods or materials</p>
<p>2. Move and handle goods and materials safely and hygienically</p> <p>This means you:</p>	<p>Evidence of moving and handling goods and materials safely and hygienically in accordance with workplace procedures</p>

<p>Follow health and safety, hygiene and environmental standard and instructions when receiving goods and materials</p> <p>Use safe and hygienic methods for handling goods and materials</p> <p>Use methods to accept goods and materials that minimise damage to stock</p> <p>Carry out the operation in optimum time</p> <p>Deliver the consignment to the right place</p> <p>Take correct action when there is damage or loss to goods and materials</p>	<p>This must include two types of goods or materials</p>
<p>3. Update records and stock control systems</p> <p>This means you:</p> <p>Identify and record accurately any discrepancies</p> <p>Record accurately the reasons for refusing goods and materials into storage and communicate this information clearly to the relevant person</p> <p>Update stock control systems to record the progress of goods and materials into storage</p> <p>Make sure that documentation is complete, accurate and up to date</p>	<p>Evidence of updating records and stock control systems in accordance with workplace procedures and taking effective action in response to two operating problems</p>
<p>4. Finish goods and materials intake</p> <p>This means you:</p> <p>Inform those who need to know that the delivery is about to finish</p> <p>Store required equipment correctly when the delivery is completed</p> <p>Deal with waste, spillage or rubbish correctly</p>	<p>Evidence of finishing goods and materials intake in accordance with workplace procedures</p> <p>This must include two types of goods or materials</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. What checks need to be made on the goods and materials
2. What handling equipment is required in the unloading of goods and materials
3. What checks need to be made on handling equipment before they are used for unloading
4. Why it is important to position the vehicle correctly for unloading
5. Why it is important to make sure the vehicle is safe and secured for unloading
6. Procedures for setting up handling equipment if used
7. Methods of handling goods and materials to avoid risks to personnel and product safety
8. Visual checks to be carried out during unloading process
9. Temperature controls and other hygiene and food safety controls relating to the goods and materials during the unloading process
10. Relevant legislation relating health, safety and food safety

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