

<b>3341 Monitor butchery in sales operations</b>		
<b>SQA Unit Codes</b>		<b>H64N 04</b>
<b>Level 4</b>	<b>SCQF Level 8</b>	<b>SCQF Credit value 8</b>

**Unit Summary**

This unit is about the skills you need to monitor butchery processes in a meat or poultry processing business.

This includes monitoring the work of team members and ensuring that meat processing is carried out both safely and in accordance with organisational procedures.

This unit is for you if you work in a supervisory or team leader role within food and drink manufacture and/or supply operations and are involved in the butchery of meat or poultry.

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: Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b>
<p>1. Organise and prepare the work area for meat and poultry butchery.</p> <p>This means you:</p> <p>Use the correct personal protective.</p> <p>Contribute to the planning of primal butchery work processes to meet business priorities.</p> <p>Confirm butchery requirements and output targets.</p> <p>Arrange work areas to ensure that resources are available to meet business requirements.</p> <p>Ensure that suitable tools and equipment are made available to meet the food business</p>	<p>Evidence of organising and preparing the work area for meat and poultry butchery in a food environment in accordance with workplace procedures.</p>

<p>operators requirements.</p> <p>Ensure that raw materials and ancillary supplies are made available.</p> <p>Allocate suitably skilled staff to specific tasks and duties.</p> <p>Identify and report any non-compliance or shortfall in resource or staff requirements.</p>	
<p>2. Control the butchery of meat and poultry</p> <p>This means you:</p> <p>Monitor the flow and yield of the primal butchery process.</p> <p>Provide support to staff to ensure output and yield is maintained.</p> <p>Identify problems that may affect the quality and quantity of output from butchery processes.</p> <p>Respond to problems affecting the quality or quantity of output in accordance with the food business operators' procedures.</p> <p>Report problems affecting quality or quantity of output.</p> <p>Ensure products are stored or transported to the next processing stage.</p>	<p>Evidence of controlling the butchery of meat and poultry in a food environment in accordance with workplace procedures.</p>
<p>3. Compile reports relating to the butchery process</p> <p>This means you:</p> <p>Complete relevant documentation accurately and make available as necessary.</p> <p>Report faults and matters that affect processing</p>	<p>Evidence of compiling reports relating to the butchery process in a food environment in accordance with workplace procedures.</p>

<p>performance.</p> <p>Ensure that maintenance and cleaning records are complete.</p> <p>Ensure that handover and shut down procedures are followed.</p> <p>Make recommendations for improvements in the butchery process.</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"> <li>1. What the food business operators arrangements are for the scheduling and resourcing of butchery processes.</li> <li>2. How objectives and competences for the butchery team can be identified and specified.</li> <li>3. What the systems are for the planning, scheduling and resourcing of butchery processes.</li> <li>4. What the probable impact would be of inadequate process scheduling and resourcing.</li> <li>5. How the food business operators procedures should be interpreted.</li> <li>6. The importance of allocating staff with the relevant competences to specific tasks.</li> <li>7. Why there is a need to update and amend schedules and resource information to meet business needs.</li> <li>8. What the probable impact would be of non-availability of staff or resources.</li> <li>9. The communication methods and approaches required to maintain butchery processing</li> <li>10. The purpose of monitoring butchery operations.</li> <li>11. How the need for individual or team support can be identified.</li> <li>12. How whole teams and individual team members can be effectively supported.</li> <li>13. What the food business operators arrangements are for identifying, dealing with and reporting problems with butchery processes.</li> <li>14. What the purpose of quality control documentation is.</li> <li>15. What the requirements are for maintenance and cleaning schedules.</li> <li>16. What the different performance measures benchmarks are for butchery operations.</li> <li>17. How the performance of the butchery operation can be measured.</li> <li>18. The importance of reporting butchery performance.</li> <li>19. How potential improvements in the butchery operation can be presented.</li> </ol>
<p>Evidence of performance may employ examples of the following assessment:</p> <ul style="list-style-type: none"> <li>• observation</li> <li>• written and oral questioning;</li> </ul>

- 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