

Maintain food safety in a kitchen environment

Overview

This standard covers the main skills and knowledge needed for preparing, cooking, and holding food safely, and focuses on the four main areas of control - cooking, cleaning, chilling and preventing cross-contamination, in addition to supplies being satisfactory. It provides staff with a broad understanding of reviewing hazards and hazard procedures as part of their day to day role in maintaining food safety.

This standard is appropriate to staff that work in a professional kitchen and directly prepare, cook and hold food.

When you have completed this standard you will have demonstrated your understanding of and your ability to:

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Performance criteria

You must be able to:

Keep yourself and your working area clean and hygienic

1. Ensure surfaces and equipment are clean and in good condition
2. Use clean and suitable cloths and equipment for wiping and cleaning between tasks
3. Remove from use any surfaces and equipment that are damaged or have loose parts, and report them to the person responsible for food safety
4. Dispose of waste promptly, hygienically and appropriately
5. Identify, take appropriate action on and report to the appropriate person, any damage to walls, floors, ceilings, furniture and fittings
6. Identify, take appropriate action on and report to the appropriate person, any signs of pests
7. Comply with legal and organisational requirements for personal hygiene and behaviour

Store food safely

8. Check that food is undamaged, is at the appropriate temperature and within date on delivery
9. Identify and retain any important labelling information
10. Prepare food for storage and put it in the correct storage area as quickly as necessary to maintain its safety
11. Ensure storage areas are clean, suitable and maintained at the correct temperature for the type of food
12. Store food so that cross contamination is prevented
13. Follow stock rotation procedures
14. Dispose of food that is past its date in line with organisation and food safety regulations
15. Keep necessary records up-to-date

Prepare, cook and hold food safely

16. Check food before and during operations for any hazards, and follow the correct procedures for dealing with these
17. Follow your organisation's procedures for items that may cause allergic reactions
18. Prevent cross-contamination, such as between raw foods, foods already cooking/reheating and ready-to-eat foods
19. Use methods, times, temperatures and checks to make sure food is safe following operations
20. Keep necessary records up-to-date

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Knowledge and understanding

You need to know and understand:

For the whole standard

1. How to operate a food safety management system
2. The concept of hazards to food safety in catering operation, and the necessity of controlling these hazards in order to remove or keep risks to a safe level
3. What might happen if these hazards are not controlled
4. The types of hazards that you are likely to come across in a catering operation
5. How you must control these hazards by cooking, chilling, cleaning and the avoidance of cross-contamination
6. Why monitoring is important and key stages in the process
7. The importance of knowing what to do when things go wrong
8. The role of record-keeping
9. Why some hazards are more important than others in terms of food safety
10. Who you should report to if you believe there are food safety hazards

Risks to food safety

11. The types of contamination and cross-contamination of food and surfaces and how they can occur
12. Vehicles of contamination including surfaces
13. The types of food poisoning and how food poisoning organisms can contaminate food
14. The common symptoms of food poisoning
15. The factors which enable the growth of food poisoning organisms
16. How personal hygiene and behaviour affect the safety of food
17. Your role in spotting and dealing with hazards, and in reducing the risk of contamination
18. The importance of identifying food hazards promptly
19. The potential impact on health if hazards are not spotted and dealt with promptly
20. The importance of risk assessments
21. Types of unsafe behaviour that may impact on the safety of food and why it is important to avoid this type of behaviour when working with food
22. The legal and regulatory requirements for food safety, the importance of complying with them, the implications of non-compliance and the role of enforcement officers

How to control risks to food safety

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23. The importance of, and methods for, separation of raw and cooked foods, separation of finished dishes
24. The temperature danger zone, why food needs to be kept at specified temperatures and how to ensure this
25. What procedures to follow when dealing with stock including deliveries, storage, date marking and stock rotation, and why it is important to consistently follow them
26. Why it is important to keep work areas and environment clean and tidy, and tools, utensils and equipment in good order, clean condition and stored correctly
27. How the methods and frequency of cleaning and maintenance of equipment, surfaces and environment affect food safety in the workplace
28. The actions that should be taken in response to spotting a potential hazard, including the correct person to whom issues should be reported
29. The types of food waste which can occur in the workplace and how it should be safely handled in the workplace
30. The main types of pests and infestation that may pose a risk to the safety of food, how they can occur, how to recognise them, how to prevent them

Keep your working area clean and hygienic

31. Why surfaces and equipment must be clean, hygienic and suitable for the intended use before beginning a new task and how to ensure this
32. Why it is important only to use clean and suitable clothes when cleaning between tasks, and how to ensure this is done
33. Why surfaces and equipment that are damaged or have loose parts can be hazardous to food safety
34. The types of damaged surfaces and equipment that can cause food safety hazards, and what to do about them
35. Why it is important to clear and dispose of waste promptly and safely, and how to do so
36. How damage to walls, floors, ceilings, furniture, food equipment and fittings can cause food safety hazards, and the type of damage you should look for
37. The types of pests that you may find in catering operations, and recognising the signs that they may be there

Store food safely

38. Why it is important to make sure food deliveries are undamaged, at the correct temperature and within date and how to do this
39. Why it is important to prepare food for storage, including removing and disposing of outer packaging(while retaining any important labelling information
40. Why food must be put in the correct storage area, and the temperatures

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that different foods should be stored at

41. Why it is important that storage areas are clean and tidy, and what to do if they are not
42. Why it is important to store food at the correct temperatures, and how to achieve this
43. What types of food are raw and what types are ready-to-eat
44. Why it is important to separate raw and ready-to-eat food
45. Why stock rotation procedures are important, and why you must dispose of food past its date

Prepare, cook and hold food safely

46. Why and when it is necessary to defrost foods before cooking and how to do so safely and thoroughly
47. How to recognise conditions leading to food safety hazards during preparation and cooking and what to do if you find any
48. Why it is important to know that certain foods can cause allergic reactions and the procedures you should follow in your organisation to deal with these foods, including what you should do if a customer asks if a particular dish is free from a certain food allergen
49. How cross-contamination can occur between raw food, food in storage and preparation and food that is ready to eat - and how to avoid this
50. Why you should use thorough cooking and reheating methods
51. Cooking/reheating methods, temperatures and times you must use for the food you work with
52. How to check that the food you work with is thoroughly cooked/safely reheated
53. Why it is important to make sure food is at the correct temperature before and during holding, prior to serving it to the customer, and how to do so
54. The types of cooked foods you may need to chill or freeze because they are not for immediate consumption and how to do so safely

Scope/range

1. Hazards / Sources of contamination

- 1.1 microbial
- 1.2 chemical
- 1.3 physical
- 1.4 allergenic

2. Vehicles of contamination

- 2.1 hands
- 2.2 cloths and equipment
- 2.3 hand contact surfaces
- 2.4 food contact surfaces
- 2.5 contamination routes

3. Personal hygiene and behaviour

- 3.1 wearing protective clothing and headgear
- 3.2 keeping direct handling of food should be kept to a minimum
- 3.3 following recommended procedures for washing hands, including when to wash your hands (after going to the toilet, when going into food preparation, cooking and service areas, after touching raw food and waste, and before serving food)
- 3.4 reporting cuts, boils, grazes and injuries
- 3.5 treating and covering cuts, boils, skin infections and grazes
- 3.6 reporting illnesses and infections, particularly stomach illnesses, before entering the production area
- 3.7 having clean hair, skin, nails and clothing
- 3.8 wearing jewellery only in line with organisational procedures
- 3.9 recording incidents
- 3.10 avoid unsafe behaviours including: touching face, nose or mouth; chewing gum; eating; smoking – when you are working with food

4. Surfaces and equipment

- 4.1 surfaces and utensils for preparing, cooking and holding food
- 4.2 surfaces and utensils used for displaying and serving food
- 4.3 appropriate cleaning equipment

5. Storage areas

- 5.1 ambient temperature
- 5.2 refrigerator

5.3 freezer

6. Operations

6.1 defrosting food

6.2 preparing food, including washing and peeling

6.3 cooking food

6.4 reheating food

6.5 holding food before serving

6.6 cooling cooked food not for immediate consumption

6.7 freezing cooked food not for immediate consumption

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