

Receive, store and issue drinks stock

Overview

This standard is about how you prepare for and check drinks deliveries, completing all necessary documents and safe storage of the stock. It also covers how you monitor and control storage conditions and stock levels.

This standard focuses on the technical knowledge and skills required to receive, store and issue drinks stock; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard:

- Maintain basic food safety in catering
- Maintain food safety in a hospitality environment
- Provide basic advice on allergens to customers
- Minimise the risk of allergens to customers

When you have completed this standard you will be able to demonstrate your understanding of and your ability to:

- Receive, store and issue drinks stock

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Performance criteria

You must be able to:

Receive drinks deliveries

1. Prepare for the delivery and ensure that the receiving and storage areas are clean, clear and secured against unauthorised access
2. Check that the delivery documents agree with the stock you are receiving and report any discrepancies to the appropriate person
3. Check that the stock is undamaged, of the correct quality and within date
4. Complete and retain any delivery records accurately and according to your workplace standard
5. Use safe procedures to transport the stock to the storage area taking care not to damage it on the way

Store and issue drinks stock

6. Maintain the storage area conditions and use stock rotation procedures to ensure the quality of the stock is retained
7. Record details of stock received, stored and issued according to your workplace standard
8. Issue stock in line with your workplace requirements and inform the appropriate person if stock levels are low
9. Keep all storage areas clean, tidy, free from rubbish and secured against unauthorised access

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Knowledge and understanding

You need to know and understand:

Receive drinks deliveries

1. Safe and hygienic working practices when receiving drinks deliveries
2. Where and from whom health and safety information can be obtained
3. Why receiving areas should be secured from unauthorised access
4. Why and to whom any discrepancies or damage should be reported
5. What records should be retained for audit purposes
6. The types of unexpected situations that may occur when receiving drinks stock and how to deal with these

Store and issue drinks stock

7. Safe and hygienic working practices when storing and issuing drinks stock
8. Why storage areas should be secured from unauthorised access at all times
9. Why storage and stock rotation procedures should be followed
10. Why a minimum level of stock must be maintained and your workplace standard for reporting and deviance in these
11. Why the correct procedures should be followed and the correct documentation produced before stock may be issued
12. The types of unexpected situations that may occur when storing and issuing drinks stock and how to deal with these

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Scope/range related to performance criteria **1. Deliveries**

- 1.1 crated drinks
- 1.2 boxed drinks
- 1.3 kegs
- 1.4 gas
- 1.5 bar equipment
- 1.6 glasses

2. Storage conditions

- 2.1 lighting
- 2.2 ventilation
- 2.3 temperature
- 2.4 cleanliness

3. Drinks

- 3.1 crated bottles
- 3.2 boxed bottles
- 3.3 individual bottles
- 3.4 kegs
- 3.5 casks
- 3.6 cans
- 3.7 cartons

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