

## Complete kitchen documentation

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### Overview

This standard is about completing documentation commonly used in kitchen environments: for example, temperature charts, time sheets, accident report forms, food safety information and equipment fault reports.

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

- Complete kitchen documentation

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### Performance criteria

You must be able to:

#### **Complete kitchen documentation**

1. Check there are sufficient, relevant documents ready for use according to your workplace standard
2. Complete documents accurately, legibly and on time according to your workplace standards
3. Process documentation correctly according to your workplace standards
4. Answer any questions regarding the completion of documentation within the boundaries of your authority to indicate your understanding

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### Knowledge and understanding

You need to know and understand:

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1. Which documents are required to be completed in your workplace and why it is important to do so
2. Where to obtain the relevant documentation and how to complete it according to your workplace and legal requirements
3. The procedures for copying, filing and actioning documentation in your workplace
4. To whom and why must you report any problems with documentation
5. The importance of accurate, legible and timely completion of documentation
6. The types of unexpected situations that may occur when monitoring and completing kitchen documentation

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**Scope/range**

**1. Relevant documents**

- 1.1 temperature charts
- 1.2 food safety information
- 1.3 accident report forms
- 1.4 equipment fault reports
- 1.5 stock usage reports
- 1.6 delivery notes
- 1.7 cleaning rotas

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<b>Originating Organisation</b>	People 1st
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<b>Suite</b>	Hospitality - Professional Cookery; Food Production and Cooking
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