

Unit DR7R 04 (1FS3)

Prepare and clear areas for counter/takeaway service

This Unit has the following elements:

Element 1 (1FS3.1)

Prepare areas for counter/takeaway service

Element 2 (1FS3.2)

Clear areas for counter/takeaway service

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

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Unit Summary

This Unit is about preparing work areas and service equipment, and displaying promotional materials and food properly. It also covers clearing these areas, including switching off service equipment, storing condiments, and disposing of rubbish.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ checking and preparing work areas, waste containers and service equipment
- ◆ checking stocks of service items
- ◆ putting out condiments and other accompaniments
- ◆ displaying promotional items
- ◆ displaying food safely
- ◆ switching off equipment after use
- ◆ preparing items for cleaning
- ◆ storing condiments and other accompaniments
- ◆ disposing of rubbish
- ◆ cleaning

What some of the words in this Unit mean	
Crockery	disposable and non-disposable
Cutlery	disposable and non-disposable

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Element 1 (1FS3.1)

Prepare areas for counter/takeaway service

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Check that the work area and service equipment are hygienic, free from damage and prepared ready for use	
②	Check that sufficient stocks of service items are clean, free from damage and arranged ready for service	
③	Switch on appropriate service equipment in time to reach the recommended operating temperature	
4	Where appropriate, prepare and display condiments and accompaniments ready for service	
5	Display promotional materials ready for customer use	
⑥	Check that refuse and waste food containers are clean and ready for use	
⑦	Display food immediately before service, in line with operational procedures	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Work area, at least two required from the following:</i>						
serving area						
seated area						
waiting area						
<i>Service Equipment, at least two required from the following:</i>						
display units						
heated units						
refrigerated units						
beverage equipment						
<i>Service items, at least four required from the following:</i>						
trays						
ashtrays						
straws						
service utensils						
food containers						
take-away food packaging						
disposable serviettes						
crockery						
cutlery						
<i>Condiments and accompaniments, at least none required from the following:</i>						
seasonings						
sugars and sweeteners						
prepared sauces and dressings						
<i>Promotional materials, at least none required from the following:</i>						
menus						
posters						
black/white board						
illustrated menus board						
promotional materials showing special offers						

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Element 1 (1FS3.1)

Prepare areas for counter/takeaway service

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

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Element 2 (1FS3.2)

Clear areas for counter/takeaway service

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Deal with service equipment according to your workplace procedures	
②	Assemble for cleaning or store any reusable service items from the food service	
3	Where appropriate, store condiments and accompaniments for future use in line with food hygiene legislation	
④	Dispose of rubbish, used disposables and waste food following recommended procedures	
⑤	Check that the work area and service equipment are clean, free from damage and ready for future use	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Service equipment, at least two required from the following:</i>						
display units						
refrigerated units						
heated units						
beverage equipment						
<i>Reusable service items, at least two required from the following:</i>						
trays						
crockery						
cutlery						
ashtrays						
service utensils						
food containers						
<i>Condiments and accompaniments, at least none required from the following:</i>						
seasonings						
sugars and sweeteners						
prepared sauces and dressings						
<i>Work area, at least two required from the following:</i>						
serving area						
seated area						
waiting area						

Unit DR7R 04 (1FS3)

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Element 2 (1FS3.2)

Clear areas for counter/takeaway service

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DR7R 04 (1FS3)**Prepare and clear areas for counter/takeaway service**

What you must know for the Unit	
Element 1 (1FS3.1) Prepare areas for counter/takeaway service	
K1	Safe and hygienic working practices when preparing take-away areas for counter/take-away service and why these are important
K2	Why waste must be handled and disposed of correctly
K3	Why presentation standards must be maintained in the display of food
K4	How to display hot and cold food safely and why this is important
K5	Why it is important to check expiry dates on appropriate food and drink items
K6	Why all promotional material should be checked before use
K7	Why it is important to have the correct serving equipment available for service
K8	The types of unexpected situations that may occur when preparing areas and how to deal with these
Element 2 (1FS3.2) Clear areas for counter/takeaway service	
K9	Safe and hygienic working practices when clearing areas for counter/take-away and why these are important
K10	Why certain electrical and gas equipment should be turned off after service
K11	Why waste must be handled and disposed of correctly
K12	Why all perishable food and drink items should be returned to the kitchen and storage areas immediately after service
K13	Why all service areas should be left clean after service
K14	The types of unexpected situations that may occur when clearing areas and how to deal with these

Knowledge evidence retained

Assessor signature: _____**Date:** _____

Unit DR7R 04 (1FS3)**Prepare and clear areas for counter/takeaway service**

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback