

Unit DT15 04 (2DS9)

Receive, store and issue drinks stock

This Unit has the following elements:

Element 1 (2DS9.1)

Receive drinks deliveries

Element 2 (2DS9.2)

Store and issue drinks stock

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:** _____

Unit Summary

This Unit is about preparing for and checking drinks deliveries, filling in any necessary documents and safely transporting deliveries to storage areas. The Unit also covers ongoing monitoring of the storage conditions and levels of stock.

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

- ◆ cleaning, tidying and preparing storage areas to receive deliveries
- ◆ checking that deliveries tally with order documentation
- ◆ completing documentation and keeping accurate records
- ◆ keeping stock at the required levels

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Element 1 (2DS9.1)

Receive drinks deliveries

What you must do (circled numbers must be observed)		Assessor initials/date
①	Prepare receiving and storage areas for deliveries	
②	Make sure that drink deliveries tally with documentation	
③	Make sure that all goods received are undamaged, of good quality and do not exceed their expiry dates	
④	Make sure that goods remain undamaged during transportation to the storage areas	
⑤	Keep receiving areas clean, tidy, free from rubbish and secured against unauthorised access	
⑥	Complete delivery documentation accurately and retain a copy for your organisations' records	

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>Deliveries, at least four required from the following:</i>						
crated bottled drinks						
boxed bottled drinks						
beer kegs						
gas cylinders						
bar equipment						
glasses						

Unit DT15 04 (2DS9)**Receive, store and issue drinks stock****Element 1 (2DS9.1)****Receive drinks deliveries**

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

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Element 2 (2DS9.2)

Store and issue drinks stock

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	Maintain stock storage conditions and follow stock rotation procedures correctly	
②	Maintain accurate records of drink items that have been received, stored and issued	
3	Issue drink items in line with operational requirements	
4	Report low stock levels to the proper person	
⑤	Keep storage areas clean, tidy, free from rubbish and secured against unauthorised access	

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>Storage conditions, at least four required from the following:</i>						
lighting						
ventilation						
temperature						
cleanliness						
<i>Drink items, at least three required from the following:</i>						
crated bottled drinks						
bottled wines						
bottled spirits						
keg beers						
cask beers						

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Element 2 (2DS9.2)

Store and issue drinks stock

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

What you must know for the Unit	
Element 1 (2DS9.1) Receive drinks deliveries	
K1	Safe and hygienic working practices when receiving drink deliveries
K2	Why receiving areas should be secured from unauthorised access
K3	Why and to whom breakages should be reported
K4	Where and from whom health and safety information can be obtained
K5	Why deliveries should tally with both order and delivery documentation
K6	What documentation must be retained for records
K7	The types of unexpected situations that may occur when receiving drinks stock and how to deal with these
Element 2 (2DS9.2) Store and issue drinks stock	
K8	Safe and hygienic working practices when storing and issuing drinks
K9	Why storage areas should be secured from unauthorised access at all times
K10	Why correct storage and rotation procedures should be followed
K11	Why broken bottles should be retained
K12	Why correct and safe lifting techniques must be used
K13	Why stock should be stacked correctly
K14	Why a minimum stock of drink items must be maintained
K15	To whom low levels of stock should be reported and why
K16	Why the correct documentation must be received before stock is issued
K17	The types of unexpected situations that may occur when storing drinks stock and how to deal with these

Knowledge evidence retained

Assessor signature: _____

Date: _____

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

Assessor Feedback