

**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

This Unit has the following elements:

Element 1 (2GEN3.1)	Keep yourself clean and hygienic
Element 2 (2GEN3.2)	Keep your working area clean and hygienic
Element 3 (2GEN3.3)	Store food safely
Element 4 (2GEN3.4)	Prepare, cook and hold food safely

**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 describes the craft competencies needed for preparing and cooking 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-based procedures such that they are part of a team maintaining food safety. This Unit is appropriate to staff that directly prepare and cook food. Separate Units are available for those who serve and handle food in other ways, and for managers and supervisors who have wider responsibilities for food safety in a catering operation.

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

- ◆ wearing the correct clean and suitable clothing appropriate for the job you do
- ◆ washing your hands thoroughly at appropriate times during handling, preparing and cooking food
- ◆ tying hair back and/or wearing appropriate hair covering
- ◆ avoiding unsafe behaviour such as touching your nose or mouth, chewing gum or smoking when working
- ◆ dealing correctly with cuts and grazes and reporting any illnesses you may be suffering from
- ◆ wiping and cleaning using clean and suitable cloths and equipment between tasks
- ◆ dealing correctly with any damaged or faulty surfaces and equipment
- ◆ disposing of waste quickly, safely and appropriately
- ◆ reporting any damage to walls, ceilings, food equipment, furniture and fittings
- ◆ reporting signs of any pests if they are present
- ◆ checking and storing deliveries at the correct temperatures
- ◆ keeping raw and ready-to-eat foods separate from each other
- ◆ rotating stock correctly
- ◆ completing accurate and timely records
- ◆ when necessary, defrosting foods safely
- ◆ checking foods for condition of food safety hazards before and during preparation, cooking/reheating
- ◆ using methods that prevent cross contamination that can happen between, for example, raw food, food in storage and preparation, and food that is ready to eat
- ◆ following correct procedures for foods that may cause allergenic reactions
- ◆ cooking/re-heating food thoroughly and safely
- ◆ holding cooked food at the correct temperature and for the correct time
- ◆ when necessary, chilling or freezing cooked food safely

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**Maintain food safety when storing, preparing and cooking food**

**Element 1 (2GEN3.1)**

**Keep yourself clean and hygienic**

<b>What you must do (circled numbers must be observed)</b>		<b>Assessor initials/date</b>
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Wear clean and hygienic <b>clothes</b> appropriate to the jobs you are doing	
②	Tie hair back and/or wear appropriate hair covering	
③	Only wear jewellery and other accessories that do not cause food safety hazards	
4	Change your <b>clothes</b> when necessary	
⑤	Wash your hands thoroughly at <b>appropriate times</b>	
6	Avoid <b>unsafe behaviour</b> that could contaminate the food you are working with	
7	Report any cuts, boils, grazes, illness and infections promptly to the appropriate person	
8	Make sure any cuts, boils, skin infections and grazes are treated and covered with an appropriate dressing	

<b>What you must cover (minimum requirement for observation in italic and bold)</b>	<b>Activity/Evidence</b> (insert tick or supplementary reference)					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Evidence for the remaining points may be assessed through questioning or witness testimony						
<b><i>Clothes, at least four required from the following:</i></b>						
trousers						
tops/jackets						
coats						
disposable gloves						
shoes						
headgear						
aprons						
<b><i>Appropriate times to wash your hands, at least five required from the following:</i></b>						
after going to the toilet or in contact with faeces						
when going into food preparation and cooking areas including after any work breaks						
after touching raw food and waste						
before handling raw food						
after disposing of waste						
after cleaning						
changing dressings or touching open wounds						
<b><i>Unsafe behaviour, at least none required from the following:</i></b>						
failure to wash hands thoroughly when necessary						
touching your face, nose or mouth, blowing your nose						
chewing gum						
eating						
smoking						
scratching						

**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

**Element 1 (2GEN3.1)**

**Keep yourself clean and hygienic**

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

**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

**Element 2 (2GEN3.2)**

**Keep your working area clean and hygienic**

<b>What you must do (circled numbers must be observed)</b>		<b>Assessor initials/date</b>
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Make sure <b>surfaces and equipment</b> 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 <b>surfaces and equipment</b> 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	

<b>What you must cover (minimum requirement for observation in italic and bold)</b>	<b>Activity/Evidence</b> (insert tick or supplementary reference)					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i><b>Surfaces and equipment, at least two required from the following:</b></i>						
surfaces and utensils for preparing, cooking and holding food						
surfaces and utensils used for displaying and serving food						
appropriate cleaning equipment						

**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

**Element 2 (2GEN3.2)**

**Keep your working area clean and hygienic**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
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4		
5		
6		

**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

**Element 3 (2GEN3.3)**

**Store food safely**

<b>What you must do (circled numbers must be observed)</b>		<b>Assessor initials/date</b>
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Check that food is undamaged, is at the appropriate temperature and within its 'use-by date' on delivery	
②	Look at and retain any important labelling information	
③	Prepare food for storage and put it in the correct <b>storage area</b> as quickly as necessary to maintain its safety	
④	Make sure <b>storage areas</b> are clean, suitable and maintained at the correct temperature for the type of food	
⑤	Store food so that cross contamination is prevented, eg keep raw and ready to eat food separate, keep allergenic foods such as nuts in sealed containers	
⑥	Follow stock rotation procedures	
7	Safely dispose of food that is beyond its 'use-by date'	
8	Keep necessary records up-to-date	

<b>What you must cover (minimum requirement for observation in italic and bold)</b>	<b>Activity/Evidence</b> (insert tick or supplementary reference)					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i><b>Storage areas, at least two required from the following:</b></i>						
ambient temperature						
refrigerator						
freezer						

**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

**Element 3 (2GEN3.3)**

**Store food safely**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
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**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

**Element 4 (2GEN3.4)**

**Prepare, cook and hold food safely**

<b>What you must do (circled numbers must be observed)</b>		<b>Assessor initials/date</b>
Evidence for the remaining points may be assessed through questioning or witness testimony		
1	Check food before and during <b>operations</b> for any <b>hazards</b> and follow the correct procedures for dealing with these	
2	Follow your organisation’s procedures for items that may cause allergic reactions	
③	Prevent cross-contamination, such as between raw foods, foods already cooking/reheating and ready-to-eat foods	
④	Use methods, times, temperatures and checks to make sure food is safe following <b>operations</b>	
5	Keep necessary records up-to-date	

<b>What you must cover (minimum requirement for observation in italic and bold)</b>	<b>Activity/Evidence</b> (insert tick or supplementary reference)					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Evidence for the remaining points may be assessed through questioning or witness testimony						
<b><i>Operations, at least four required from the following:</i></b>						
defrosting food						
preparing food, including washing and peeling						
cooking food						
reheating food						
holding food before serving						
cooling cooked food not for immediate consumption						
freezing cooked food not for immediate consumption						
<b><i>Hazards, at least none required from the following:</i></b>						
bacteria and other organisms						
chemical						
physical						
allergenic						

**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

**Element 4 (2GEN3.4)**

**Prepare, cook and hold food safely**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
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**Unit DR78 04 (2GEN3)****Maintain food safety when storing, preparing and cooking food**

<b>What you must know for the Unit</b>	
<b>For the whole Unit</b>	
K1	How to operate a food safety management system
K2	The concept of hazards to food safety in a catering operation, and the necessity of controlling these hazards in order to remove or keep risks to a safe level
K3	What might happen if these hazards are not controlled
K4	The types of hazards that you are likely to come across in a catering operation
K5	How you must control these hazards by cooking, chilling (including storage), cleaning and the avoidance of cross-contamination
K6	Why monitoring is important and key stages in the process
K7	The importance of knowing what to do when things go wrong
K8	The role of record keeping
K9	Why some hazards are more important than others in terms of food safety
K10	Who you should report to if you believe there are food safety hazards
<b>Element 1 (2GEN3.1) Keep yourself clean and hygienic</b>	
K11	Why you must wear clean and hygienic clothes appropriate to your job
K12	Why you must tie your hair back and/or wear appropriate hair covering
K13	What types of protective clothing is appropriate for different jobs in the storage, preparation and cooking of food
K14	The food safety hazards that jewellery and accessories can cause
K15	When you should change clothing and why this is important
K16	Why you must wash your hands thoroughly: <ul style="list-style-type: none"> <li>◆ after going to the toilet</li> <li>◆ before going into food preparation and cooking areas</li> <li>◆ after touching raw food and waste</li> <li>◆ before handling ready-to-eat food</li> </ul>
K17	How you wash your hands safely
K18	Why it is important not to handle food if you have open wounds (including boils and septic cuts), and what to do if you have an open wound
K19	Why it is important to report illnesses and infections promptly and why stomach illnesses are particularly important
K20	Why it is important to avoid: <ul style="list-style-type: none"> <li>◆ touching face, nose or mouth</li> <li>◆ blowing your nose</li> <li>◆ chewing gum</li> <li>◆ eating</li> <li>◆ smoking</li> </ul> when you are working with food

**Unit DR78 04 (2GEN3)****Maintain food safety when storing, preparing and cooking food**

<b>What you must know for the Unit (cont)</b>	
<b>Element 2 (2GEN3.2) Keep your working area clean and hygienic</b>	
K21	Why surfaces and equipment must be clean, hygienic and suitable for the intended use before beginning a new task and how to ensure that they are
K22	Why it is important only to use clean and suitable cloths when cleaning between tasks and how to ensure this is done
K23	Why surfaces and equipment that are damaged or have loose parts can be hazardous to food safety
K24	The types of damaged surfaces and equipment that can cause food safety hazards and what to do about them
K25	Why it is important to clear and dispose of waste promptly and safely and how to do so
K26	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
K27	The types of pests that you may find in catering operations and recognising the signs that they may be there
<b>Element 3 (2GEN3.3) Store food safely</b>	
K28	Why it is important to make sure food deliveries are undamaged, at the correct temperature and within their 'use-by-date' and how to do this
K29	Why it is important to prepare food for storage — for example by removing and disposing of outer packaging (while retaining any important labelling information, eg instructions for use, information on allergens)
K30	Why food must be put in the correct storage area and the temperatures that different foods should be stored at
K31	Why it is important that storage areas are clean and tidy and what to do if they are not
K32	Why it is important to store food at the correct temperatures, and how to achieve this
K33	What types of food are raw and what types are ready-to-eat
K34	Why it is important to separate raw and ready-to-eat food
K35	Why stock rotation procedures are important and why you must dispose of food beyond its 'use-by date'
<b>Element 4 (2GEN3.4) Prepare, cook and hold food safely</b>	
K36	Why and when it is necessary to defrost foods before cooking and how to do so safely and thoroughly
K37	How to recognise conditions leading to food safety hazards during preparation and cooking and what to do if you find any
K38	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
K39	How cross-contamination can happen between, for example, raw food, food in storage and preparation and food that is ready to eat and how to avoid this
K40	Why you should use thorough cooking and reheating methods
K41	Cooking/reheating methods, temperatures and times you must use for the food you work with
K42	How to check that the food you work with is thoroughly cooked/safely reheated

**Unit DR78 04 (2GEN3)**

**Maintain food safety when storing, preparing and cooking food**

**What you must know for the Unit (cont)**

**Element 4 (2GEN3.4) Prepare, cook and hold food safely (cont)**

K43	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
K44	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

Knowledge evidence retained

**Assessor signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Unit DR78 04 (2GEN3)****Maintain food safety when storing, preparing and cooking food**

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

Assessor Feedback