

**Unit DR76 04 (2GEN4)**

**Maintain food safety when storing, holding and serving food**

This Unit has the following elements:

Element 1 (2GEN4.1)	Keep yourself clean and hygienic
Element 2 (2GEN4.2)	Keep your working area clean and hygienic
Element 3 (2GEN4.3)	Store food safely
Element 4 (2GEN4.4)	Hold and serve 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 reflects current food safety guidance in the UK and integrates the key themes of cleaning and preventing cross-contamination. It provides staff with the knowledge and skills of reviewing hazards and using hazard based procedures such that they are part of a team maintaining food safety. This Unit is appropriate to staff who store, hold and serve food. Separate Units are available for those who cook and prepare food, 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 for the job you do
- ◆ washing your hands thoroughly at different times during handling and serving food
- ◆ avoiding unsafe behaviour such as touching your nose or mouth, chewing gum or smoking when working
- ◆ dealing correctly with cuts, boils 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 and take appropriate action
- ◆ disposing of waste quickly, safely and appropriately
- ◆ reporting any damage to walls, ceilings, furniture and fittings
- ◆ reporting signs of any pests if they are present and take appropriate action
- ◆ 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
- ◆ checking foods for hazards prior to serving
- ◆ following the correct procedures for foods that may cause allergic reactions
- ◆ using methods that prevent cross-contamination between raw food and food that is ready-to-eat
- ◆ holding cooked and ready to eat food at the correct temperature and for the correct time

## Unit DR76 04 (2GEN4)

## Maintain food safety when storing, holding and serving food

### Element 1 (2GEN4.1)

### Keep yourself clean and hygienic

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	Wear clean and suitable <b>clothes</b> appropriate to the jobs you are doing	
②	Only wear jewellery and other accessories that do not cause food safety hazards	
③	Change your <b>clothes</b> when necessary to prevent bacteria spreading	
④	Wash your hands thoroughly at <b>appropriate times</b>	
5	Avoid <b>unsafe behaviour</b> that could contaminate the food you are working with	
6	Report any cuts, grazes, illness and infections promptly to the appropriate person	
7	Make sure any cuts and grazes are treated and covered with an appropriate dressing	

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						
<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						
when 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 DR76 04 (2GEN4)****Maintain food safety when storing, holding and serving food****Element 1 (2GEN4.1)****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 DR76 04 (2GEN4)**

**Maintain food safety when storing, holding and serving food**

**Element 2 (2GEN4.2)**

**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> for displaying and serving food 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 (insert tick or supplementary reference)</b>					
	<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, both required from the following:</b></i>						
surfaces and utensils used for displaying and serving food						
appropriate cleaning equipment						

**Unit DR76 04 (2GEN4)**

**Maintain food safety when storing, holding and serving food**

**Element 2 (2GEN4.2)**

**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		
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**Unit DR76 04 (2GEN4)**

**Maintain food safety when storing, holding and serving food**

**Element 3 (2GEN4.3)**

**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, at the correct temperature and within its 'use-by date' when you receive it	
②	Prepare food for storage and put it in the correct <b>storage area</b> as quickly as necessary to maintain its safety	
③	Make sure <b>storage areas</b> are clean and maintained at the correct temperature for the type of food	
④	Store food so that cross-contamination is prevented	
⑤	Follow stock rotation procedures	
⑥	Safely dispose of food that is beyond its 'use-by date'	
7	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 DR76 04 (2GEN4)****Maintain food safety when storing, holding and serving food****Element 3 (2GEN4.3)****Store food safely**

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



**Unit DR76 04 (2GEN4)**

**Maintain food safety when storing, holding and serving food**

**Element 4 (2GEN4.4)**

**Hold and serve 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	Handle food in a way that protects it from <b>hazards</b>	
2	Follow your organisation’s procedures for items that may cause allergic reactions	
③	Prevent cross-contamination between raw foods and ready-to-eat foods	
④	Use methods, times and temperatures that maintain food safety	
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						
<i><b>Hazards, at least three required from the following:</b></i>						
sources of bacteria and other organisms						
chemical						
physical						
allergenic						

**Unit DR76 04 (2GEN4)**

**Maintain food safety when storing, holding and serving food**

**Element 4 (2GEN4.4)**

**Hold and serve food safely**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		
5		
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**Unit DR76 04 (2GEN4)****Maintain food safety when storing, holding and serving food**

<b>What you must know for the Unit</b>	
<b>For the whole Unit</b>	
K1	What might happen if significant food safety hazards are not controlled
K2	The types of significant food safety hazards that you are likely to come across when handling and storing food
K3	How these hazards should be controlled by personal hygiene, cleaning, safe storage and the avoidance of cross-contamination
K4	How some hazards are more important than others in terms of food safety
K5	Whom you should report to if you believe there are significant food safety hazards
<b>Element 1 (2GEN4.1) Keep yourself clean and hygienic</b>	
K6	Why you must wear clean and suitable clothes appropriate to your job
K7	What type of clothes are appropriate to different jobs in the handling and serving of food
K8	Why jewellery and accessories can cause food safety hazards
K9	When you must change your clothes to prevent bacteria spreading and why this is important
K10	Why you must wash your hands after: <ul style="list-style-type: none"> <li>◆ going to the toilet</li> <li>◆ when going into food preparation and cooking areas</li> <li>◆ after touching raw food and waste</li> <li>◆ before serving food</li> </ul>
K11	Why it is important not to handle food if you have open wounds and what to do if you have an open wound
K12	Why it is important to report illnesses and infections promptly and why stomach illnesses are particularly important
K13	Why it is important to avoid: <ul style="list-style-type: none"> <li>◆ touching face, nose or mouth</li> <li>◆ chewing gum</li> <li>◆ eating</li> <li>◆ smoking</li> </ul> when you are working with food
<b>Element 2 (2GEN4.2) Keep your working area clean and hygienic</b>	
K14	Why surfaces and equipment must be clean before beginning a new task and how to do so
K15	Why it is important only to use clean and suitable cloths and equipment when cleaning between tasks and how to do so
K16	Why surfaces and equipment that are damaged or have loose parts can be dangerous to food safety
K17	The types of damaged surfaces and equipment that can cause food safety hazards and what to do about them
K18	Why it is important to clear and dispose of waste promptly and safely and how to do so
K19	How damage to walls, floors, ceilings, furniture and fittings can cause food safety hazards and the type of damage you should look for
K20	The types of pests that you find in catering operations and how to identify the sign that they may be there

**Unit DR76 04 (2GEN4)****Maintain food safety when storing, holding and serving food**

<b>What you must know for the Unit (cont)</b>	
<b>Element 3 (2GEN4.3) Store food safely</b>	
K21	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
K22	Why it is important to prepare food for storage — for example by removing and disposing of outer packaging (whilst retaining any important labelling information eg instructions for use, on allergens)
K23	Why food must be put in the correct storage area and what temperatures different foods should be stored at
K24	Why it is important that storage areas are clean and hygienic and what to do if they are not
K25	How to check food is stored at the correct temperature
K26	Why it is important to separate raw and ready-to-eat food
K27	What types of food are raw and what types ready-to-eat
K28	Why stock rotation procedures are important and why you must dispose of food beyond its 'use-by date'
<b>Element 4 (2GEN4.4) Hold and serve food safely</b>	
K29	How to check food during holding and serving
K30	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 types of food, including what to do when a customer asks if a particular dish is free from a certain food allergen
K31	How cross contamination can happen between raw food and food that is ready to eat and how to avoid this
K32	Why you should hold food at the correct temperature and for the correct time
K33	Holding temperatures and times you must use for the food you work with

Knowledge evidence retained

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

**Unit DR76 04 (2GEN4)****Maintain food safety when storing, holding and serving food**

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

Assessor Feedback