

**Unit DT00 04 (2P & C2)      Set up and close kitchen**

This Unit has the following elements:

<b>Element 1 (2P &amp; C2.1)</b>	<b>Prepare kitchen for food operations</b>
<b>Element 2 (2P &amp; C2.2)</b>	<b>Prepare food items ready for operations</b>
<b>Element 3 (2P &amp; C2.3)</b>	<b>Close kitchen after operations</b>

**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 DT00 04 (2P & C2)      Set up and close kitchen**

### **Unit Summary**

This Unit is about ensuring that all equipment is ready for kitchen operations. It also covers ensuring that common ingredients are ready for the cooking process. Finally, it details the skills required to shut down the kitchen at the end of the shift.

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

- ◆ checking food preparation tools and equipment
- ◆ turning on and setting kitchen equipment
- ◆ checking ingredients
- ◆ cleaning and storing tools
- ◆ checking food storage areas prior to closure
- ◆ checking all equipment is turned off and safe
- ◆ reporting any problems

**Unit DT00 04 (2P & C2)**

**Set up and close kitchen**

**Element 1 (2P & C2.1)**

**Prepare kitchen for food operations**

<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	Prioritise work and carry it out in an efficient manner	
②	Check that food preparation and cooking <b>tools</b> and <b>kitchen equipment</b> are clean, of the right type and in working order	
③	Turn on appropriate kitchen equipment at the correct time and to the correct setting	
4	Report any unhygienic or defective tools or kitchen equipment, or other problems to the proper person	
⑤	Conduct work in line with legal requirements, workplace procedures and current legislation relating to hygienic and safe working practices when preparing the kitchen for the food operation	

<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>Tools, at least two required from the following:</i></b>						
knives						
utensils						
<b><i>Kitchen equipment, at least five required from the following:</i></b>						
oven/combination oven						
grill						
hob						
fryer						
microwave						
steamer						
fridge/freezer						

**Unit DT00 04 (2P & C2)****Set up and close kitchen****Element 1 (2P & C2.1)****Prepare kitchen for food operations**

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

**Unit DT00 04 (2P & C2)**

**Set up and close kitchen**

**Element 2 (2P & C2.2)**

**Prepare food items ready for operations**

<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	Prepare work and carry it out in an efficient manner	
②	Ensure that there are sufficient <b>ingredients</b> in stock in line with <b>establishment requirements</b>	
③	<b>Prepare ingredients</b> to the organisational needs and quality requirements	
4	Report any <b>ingredients</b> that are not prepared, to the correct quantity or quality, to the proper person	
⑤	Conduct work in line with legal requirements, workplace procedures and current legislation relating to hygienic and safe working practices when preparing food items ready for operations	

<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>Establishment requirements, at least one required from the following:</i></b>						
number of customers						
menu requirements						
<b><i>Ingredients, at least two required from the following:</i></b>						
vegetables						
garnishes						
frozen products						
<b><i>Prepare, at least two required from the following:</i></b>						
washing						
cutting						
defrosting						
weighing						

**Unit DT00 04 (2P & C2)****Set up and close kitchen****Element 2 (2P & C2.2)****Prepare food items ready for operations**

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

**Unit DT00 04 (2P & C2) Set up and close kitchen**

**Element 3 (2P & C2.3) Close kitchen after operations**

<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	Prioritise work and carry it out in an efficient manner	
②	Check that <b>tools</b> are cleaned and stored to organisational and legal requirements	
③	Check <b>food storage equipment</b> meets organisational and legal requirements for kitchen closure	
④	Check that <b>cooking equipment</b> is turned off, unplugged where necessary, and cleaned following manufacturers and organisations instructions	
5	Report any uncleaned <b>tools, food storage or cooking equipment</b> or problems to the appropriate person	
⑥	Conduct work in line with legal requirements, workplace procedures and current legislation relating to hygienic and safe working practices when closing down the kitchen after operations	

<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>Tools, at least two required from the following:</i></b>						
knives						
utensils						
<b><i>Food storage equipment, at least two required from the following:</i></b>						
fridge						
freezer						
dry store/larder						
<b><i>Cooking equipment, at least four required from the following:</i></b>						
oven/combination oven						
grill						
hob						
fryer						
microwave						
steamer						

**Unit DT00 04 (2P & C2)****Set up and close kitchen****Element 3 (2P & C2.3)****Close kitchen after operations**

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



## Unit DT00 04 (2P & C2) Set up and close kitchen

### What you must know for the Unit

#### Element 1 (2P & C2.1) Prepare kitchen for food operations

K1	Why knives/utensils should be handled correctly
K2	Why and to whom all accidents should be reported
K3	How to safely turn on different types of equipment
K4	Why faulty equipment and maintenance requirements should be reported to the proper person
K5	Why it is important to ensure all appropriate equipment is safely turned off

#### Element 2 (2P & C2.2) Prepare food items ready for operations

K6	Why tools and machinery should be cleared between tasks
K7	Why it is important to monitor the temperature of kitchen storage equipment and areas
K8	What the organisational menu requirements are in terms of the type, quality and number of ingredients

#### Element 3 (2P & C2.3) Close kitchen after operations

K9	Why tools and equipment should be cleaned and stored following use
K10	Organisational and legal requirements for food storage equipment when the kitchen is closed
K11	Manufacturers and organisational requirements for turning off, unplugging and cleaning cooking equipment following use
K12	Who you should report problems to

Knowledge evidence retained

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

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

**Unit DT00 04 (2P & C2)****Set up and close kitchen**

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

Assessor Feedback