

## Select weigh and measure ingredients in bakery operations

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### Overview

This standard covers the skills and knowledge needed to select, weigh and measure bakery ingredients by hand, in craft, artisan or in-store bakery operations.

You need to show and understand how you identify and select the correct ingredients, required by a product specification, recipe or work instructions. You will need to check and know the condition of the ingredients, weigh and measure the required quantities and store these in preparation for mixing or use later in processing. You need to know how to check weighing and measuring equipment, prevent contamination of ingredients and know the common factors affecting the quality of ingredients. Complying with and understanding health and safety, food safety, allergen and organisational requirements are essential features of this standard.

This standard is for you if you work in bakery operations, and can be applied in the context of fermented dough, non-fermented dough or flour confectionery production.

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### Performance criteria

You must be able to:

#### **Identify ingredients**

1. identify the specified ingredients to meet production needs
2. check quantities according to your instructions and specifications
3. carry out any calculations necessary to establish quantities of ingredients required to meet production needs

#### **Select ingredients**

4. select ingredients to meet production and quality needs in accordance with specifications
5. isolate and report ingredients of substandard quality, condition or quantity to the relevant personnel
6. take action where ingredients are not available to source alternative supplies or establish whether alternative ingredients can be utilised in accordance with procedures
7. store and position ingredients ready for further processing
8. comply with health, safety, food safety, allergen and organisational requirements

#### **Weigh and measure ingredients**

9. check selected ingredients against your instructions and specifications
10. select and check the accuracy of bakery weighing and measuring equipment in accordance with procedures
11. weigh and measure the required ingredients, avoiding contamination or cross-contamination in accordance with procedures
12. place the weighed and measured ingredients in the correct conditions and label storage containers or mixing bowls, where required, ready for further processing
13. comply with health, safety, food safety, allergen and organisational requirements
14. carry out cleaning, lubrication and detection activities in accordance with procedures
15. operate within the limits of your own authority and capabilities

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### Knowledge and understanding

You need to know and understand:

1. the standards of health and safety and food safety you are required to comply with, why it is important that you do so and what might happen if standards are not met
2. common factors affecting the quality of ingredients, during handling, weighing, measuring and storage
3. the importance of handling and preparing ingredients at the optimum temperature and conditions for effective weighing, measuring
4. how to avoid contamination and cross contamination of ingredients during handling, weighing, measuring and storage and what might happen if this is not done
5. how to recognise and report substandard ingredients, signs of contamination, infestation or damage to ingredients and packaging
6. what the lines and methods of effective communication are and why it is important to use them
7. what the documentation requirements are and why it is important to meet them
8. personal protective clothing/equipment and working practices which are useful in combating potentially harmful effects of dust from ingredients and allergies from skin contact with ingredients
9. how to use work instructions and product specifications or recipes to calculate or adjust the ratio of ingredients required and ensure these meet production needs
10. the importance of working within time constraints required by production schedule
11. how to report non-availability of ingredients and source alternative supplies of ingredients or alternative ingredients as permitted
12. the importance of using the correct type weighing and measuring equipment according to the types and quantities of ingredients used
13. how to label safely and store ingredients ready for mixing or further processing

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