

Unit PPL2GEN4 (HL1C 04) Maintain Food Safety in a Kitchen Environment

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit covers the main skills and knowledge needed for preparing, cooking, and holding 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 procedures as part of their day to day role in maintaining food safety.  This unit is appropriate to staff that work in a professional kitchen and directly prepare, cook and hold food. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** | | |
| **You must do:** | | |
| There must be evidence for **all** Performance Criteria (PC). The assessor **must** assess PCs 1, 2, 4, 7-13 and 15-20 by directly observing the candidate’s work. PCs 3, 5, 6 and 14 may be assessed by alternative methods if observation is not possible. | | |
| **Keep yourself and your working area clean and hygienic**  **1 Ensure surfaces and equipment 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 surfaces and equipment 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  **7 Comply with legal and organisational requirements for personal hygiene and behaviour** | **Store food safely**  **8 Check that food is undamaged, is at the appropriate temperature and within date on delivery**  **9 Identify and retain any important labelling information**  **10 Prepare food for storage and put it in the correct storage area as quickly as necessary to maintain its safety**  **11 Ensure storage areas are clean, suitable and maintained at the correct temperature for the type of food**  **12 Store food so that cross contamination is prevented**  **13 Follow stock rotation procedures**  14 Dispose of food that is past its date in line with organisation and food safety regulations  **15 Keep necessary records up-to-date** | **Prepare, cook and hold food safely**  **16 Check food before and during operations for any hazards, and follow the correct procedures for dealing with these**  **17 Follow your organisation's procedures for items that may cause allergic reactions**  **18 Prevent cross-contamination, such as between raw foods, foods already cooking/reheating and ready-to-eat foods**  **19 Use methods, times, temperatures and checks to make sure food is safe following operations**  **20 Keep necessary records up-to-date** |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** |
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| **Scope/Range** | | | |
| **What you must cover:** | | | |
| **All** scope/range must be covered. There must be performance evidence, gathered through direct observation by the assessor for the following: | | | |
| 1 Evidence that the candidate’s work practices minimise the risk **any** of the following hazards/sources of contamination being introduced into the kitchen environment:  (a) microbial  (b) chemical  (c) physical  (d) allergenic  2 The assessor must observe the candidate following food safety requirements correctly to ensure that at **least three** of the following do not become vehicles of contamination:  (e) hands  (f) cloths and equipment  (g) contact surfaces  (h) food contact surfaces  (i) contamination routes  3 The assessor must observe the candidate complying with at **least four** of following personal hygiene and behaviour requirements when working in the kitchen environment: | (j) wearing protective clothing and headgear  (k) keeping direct handling of food to a minimum  (l) following recommended procedures for washing hands, including when to wash their hands (after going to the toilet; when going into food preparation, cooking and service areas; after touching raw food and waste and before serving food)  (m) reporting cuts, boils, grazes and injuries  (n) treating and covering cuts, boils, skin infections and grazes  (o) reporting illnesses and infections, particularly stomach illnesses, before entering the production area  (p) having clean hair, skin, nails and clothing  (q) wearing jewellery only in line with organisational procedures  (r) recording incidents | (s) avoiding unsafe behaviour including: touching face, nose or mouth; chewing gum; eating; smoking – when working with food  4 The assessor must observe the candidate complying with food safety requirements correctly for at **least two** of the following:  (t) surfaces and utensils used for preparing, cooking and holding food  (u) surfaces and utensils used for displaying and serving food  (v) cleaning equipment used  5 The assessor must observe the candidate complying with food safety requirements correctly when working in at least two of the following areas:  (w) ambient temperature areas  (x) refrigerator  (y) freezer | 6 The assessor must observe that candidate complying with food safety requirements when carrying out at **least four** of the following operations:  (z) defrosting food  (aa) preparing food (including washing and peeling)  (bb) cooking food  (cc) reheating food  (dd) holding food before serving  (ee) cooling cooked food not for immediate consumption  (ff) freezing cooking food not for immediate consumption  ***Evidence for any point out with the minimum observation requirements may be assessed through questioning or witness testimony.*** |

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| **Evidence reference** | **Evidence**  **description** | **Date** | **Scope/Range** | | | | | | | | | | | | | | | |
| **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** | **j** | **k** | **l** | **m** | **n** | **o** | **p** |
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| **Evidence reference** | **Evidence**  **description** | **Date** | **Scope/Range** | | | | | | | | | | | | | | | |
| **q** | **r** | **s** | **t** | **u** | **v** | **w** | **x** | **y** | **z** | **aa** | **bb** | **cc** | **dd** | **ee** | **ff** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
|  | **For the whole standard** |  |
| 1 | How to operate a food safety management system |  |
| 2 | The concept of hazards to food safety in catering operation, and the necessity of controlling these hazards in order to remove or keep risks to a safe level |  |
| 3 | What might happen if these hazards are not controlled |  |
| 4 | The types of hazards that you are likely to come across in a catering operation |  |
| 5 | How you must control these hazards by cooking, chilling, cleaning and the avoidance of cross-contamination |  |
| 6 | Why monitoring is important and key stages in the process |  |
| 7 | The importance of knowing what to do when things go wrong |  |
| 8 | The role of record-keeping |  |
| 9 | Why some hazards are more important than others in terms of food safety |  |
| 10 | Who you should report to if you believe there are food safety hazards |  |
|  | **Risks to food safety** |  |
| 11 | The types of contamination and cross-contamination of food and surfaces and how they can occur |  |
| 12 | Vehicles of contamination including surfaces |  |
| 13 | The types of food poisoning and how food poisoning organisms can contaminate food |  |
| 14 | The common symptoms of food poisoning |  |
| 15 | The factors which enable the growth of food poisoning organisms |  |
| 16 | How personal hygiene and behaviour affect the safety of food |  |
| 17 | Your role in spotting and dealing with hazards, and in reducing the risk of contamination |  |
| 18 | The importance of identifying food hazards promptly |  |
| 19 | The potential impact on health if hazards are not spotted and dealt with promptly |  |
| 20 | The importance of risk assessments |  |

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| **Knowledge and understanding (cont)** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| 21 | Types of unsafe behaviour that may impact on the safety of food and why it is important to avoid this type of behaviour when working with food |  |
| 22 | The legal and regulatory requirements for food safety, the importance of complying with them, the implications of non-compliance and the role of enforcement officers |  |
|  | **How to control risks to food safety** |  |
| 23 | The importance of, and methods for, separation of raw and cooked foods, separation of finished dishes |  |
| 24 | The temperature danger zone, why food needs to be kept at specified temperatures and how to ensure this |  |
| 25 | What procedures to follow when dealing with stock including deliveries, storage, date marking and stock rotation, and why it is important to consistently follow them |  |
| 26 | Why it is important to keep work areas and environment clean and tidy, and tools, utensils and equipment in good order, clean condition and stored correctly |  |
| 27 | How the methods and frequency of cleaning and maintenance of equipment, surfaces and environment affect food safety in the workplace |  |
| 28 | The actions that should be taken in response to spotting a potential hazard, including the correct person to whom issues should be reported |  |
| 29 | The types of food waste which can occur in the workplace and how it should be safely handled in the workplace |  |
| 30 | The main types of pests and infestation that may pose a risk to the safety of food, how they can occur, how to recognise them, how to prevent them |  |
|  | **Keep your working area clean and hygienic** |  |
| 31 | Why surfaces and equipment must be clean, hygienic and suitable for the intended use before beginning a new task and how to ensure this |  |
| 32 | Why it is important only to use clean and suitable clothes when cleaning between tasks, and how to ensure this is done |  |
| 33 | Why surfaces and equipment that are damaged or have loose parts can be hazardous to food safety |  |
| 34 | The types of damaged surfaces and equipment that can cause food safety hazards, and what to do about them |  |
| 35 | Why it is important to clear and dispose of waste promptly and safely, and how to do so |  |
| 36 | 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 |  |
| 37 | The types of pests that you may find in catering operations, and recognising the signs that they may be there |  |

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| **Knowledge and understanding (cont)** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
|  | **Store food safely** |  |
| 38 | Why it is important to make sure food deliveries are undamaged, at the correct temperature and within date and how to do this |  |
| 39 | Why it is important to prepare food for storage, including removing and disposing of outer packaging (while retaining any important labelling information) |  |
| 40 | Why food must be put in the correct storage area, and the temperatures that different foods should be stored at |  |
| 41 | Why it is important that storage areas are clean and tidy, and what to do if they are not |  |
| 42 | Why it is important to store food at the correct temperatures, and how to achieve this |  |
| 43 | What types of food are raw and what types are ready-to-eat |  |
| 44 | Why it is important to separate raw and ready-to-eat food |  |
| 45 | Why stock rotation procedures are important, and why you must dispose of food past its date |  |
|  | **Prepare, cook and hold food safely** |  |
| 46 | Why and when it is necessary to defrost foods before cooking and how to do so safely and thoroughly |  |
| 47 | How to recognise conditions leading to food safety hazards during preparation and cooking and what to do if you find any |  |
| 48 | 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 |  |
| 49 | How cross-contamination can occur between raw food, food in storage and preparation and food that is ready to eat — and how to avoid this |  |
| 50 | Why you should use thorough cooking and reheating methods |  |
| 51 | Cooking/reheating methods, temperatures and times you must use for the food you work with |  |
| 52 | How to check that the food you work with is thoroughly cooked/safely reheated |  |
| 53 | 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 |  |
| 54 | 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 |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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