Unit PPL1FBS1 (HL2E 04) Prepare and Clear Areas for Food and Beverage

Service

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)** |  |

Unit PPL1FBS1 (HL2E 04) Prepare and Clear Areas for Food and Beverage

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| **Unit overview** |
| This unit is about how you prepare the food service area ready for your customers and clear it down at the end of the service. This includes preparing the equipment such as trolleys and fridges, service items such as crockery and trays and ensuring that the food service area is set up correctly prior to service.  The unit concludes with the efficient clearing of the food service and dining areas and correct storage of equipment and condiments. |

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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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Unit PPL1FBS1 (HL2E 04) Prepare and Clear Areas for Food and Beverage

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| **Performance criteria** | | |
| **You must do:** | | |
| There must be evidence forall Performance Criteria (PC). The assessor **must** assess Performance Criteria (PC) 1–14 by directly observing the candidate’s work. | | |
| **Prepare and clear areas and equipment for food and beverage service**  1 Check that the food service area is clean, undamaged and ready for use according to your workplace standard.  2 Check that the service equipment is clean, undamaged, where it should be and switched on ready for use.  3 Check that you have sufficient supply of service items clean, undamaged, ready for use and stored appropriately.  4 Prepare condiments and accompaniments and store appropriately ready for service.  5 Display food items according to your workplace standard in a way that will promote sales and appeal to your customers. | **Prepare customer areas for food and beverage service**  6 Check that the customer areas are clean, undamaged and set up according to your workplace standard.  7 Check that service items are clean, undamaged and placed ready for customers.  8 Check that menus and promotional items are clean, correct, current and ready for customers' use.  9 Check the customer area is appealing and welcoming to customers according to your workplace standard. | **Clear customer and service areas after food and beverage service**  10 Check that service items, food items, condiments and accompaniments are assembled for cleaning or reusable items are stored according to your workplace standard and food hygiene regulations.  11 Dispose of rubbish and waste food appropriately.  12 Check that all service equipment is clean, turned off and stored away correctly.  13 Check that the service area is clean and ready for the continuing service.  14 Check that customer areas and furniture is clean, tidy and ready for the continuing service. |

Unit PPL1FBS1 (HL2E 04) Prepare and Clear Areas for Food and Beverage

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
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Unit PPL1FBS1 (HL2E 04) Prepare and Clear Areas for Food and Beverage

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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 of the candidate’s work for: | | | | |
| **one** from:  a table service  b tray service  c counter or takeaway service  d trolley service  e buffet or carvery service | **one** from:  f serving area  g customer area | **two** from:  h hot or cold beverage service equipment  i refrigerated units  j heated units  k service or display units | **three** from:  l trays  m food containers or crockery  n cutlery  o table coverings  p napkins  q menus or promotional items  r drinks containers  s service utensils  t decorative items | **one** from:  u seasonings  v sugars or sweeteners  w prepared sauces or dressings  x prepared bread items |
| Evidence for the remaining points under ‘what you must cover’ may be assessed through questioning or witness testimony. | | | | |

Unit PPL1FBS1 (HL2E 04) Prepare and Clear Areas for Food and Beverage

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| **Evidence reference** | **Evidence description** | **Date** | **Scope/Range** | | | | | | | | | | | | | | | | | | | | | | | |
| **What you must cover** | | | | | | | | | | | | | | | | | | | | | | | |
| **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** | **j** | **k** | **l** | **m** | **n** | **o** | **p** | **q** | **r** | **s** | **t** | **u** | **v** | **w** | **x** |
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Unit PPL1FBS1 (HL2E 04) Prepare and Clear Areas for Food and Beverage

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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). | |
| **Prepare and clear areas and equipment for food and beverage service** | | |
| 1 | Safe and hygienic working practices for preparing service areas and the correct equipment for food and beverage service. |  |
| 2 | Your workplace service style and standards. |  |
| 3 | Why waste must be handled and disposed of correctly. |  |
| 4 | Why condiments and accompaniments should be checked and prepared ready for service. |  |
| 5 | When to prepare service areas and equipment ready for service. |  |
| 6 | Why a constant stock of food service items should be maintained. |  |
| 7 | Why presentation and food safety standards must be followed when displaying food. |  |
| 8 | The types of unexpected situations that may occur when preparing and clearing areas for service and how to deal with these. |  |
| **Prepare customer areas for food and beverage service** | | |
| 9 | Safe and hygienic working practices for preparing customer areas for food and beverage service. |  |
| 10 | Why all service items should be checked before service. |  |
| 11 | Why menus and promotional items should be checked before use. |  |
| 12 | The types of unexpected situations that may occur when preparing and clearing customer areas and how to deal with these. |  |
| **Clear customer and service areas after food and beverage service** | | |
| 13 | Safe and hygienic working practices for clearing customer and service areas after food and beverage service. |  |
| 14 | Why all food service and customer areas should be left clean after service. |  |
| 15 | Why certain electrical equipment should be turned off after service. |  |
| 16 | Why waste must be handled and disposed of correctly. |  |
| 17 | Why perishable foods should be removed after service and stored correctly in the kitchen. |  |
| 18 | What types of unexpected situations may occur when clearing areas after food and beverage service and how to deal with these. |  |

Unit PPL1FBS1 (HL2E 04) Prepare and Clear Areas for Food and Beverage

# Supplementary evidence

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