

Unit IMPSD108 (J5N1 04) Store and Organise Goods and Materials in a Food and Drink Business

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 standard covers the skills and knowledge needed to store goods and materials in food and drink operations.  |

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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** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| **Select goods and materials for storage and allocate locations**1. Identify the stock to be put in selection and storage locations
2. Identify the correct storage location and maintain food safety and hygiene standards
3. Meet customers' requirements regarding storage where possible, taking into account what facilities are available and the storage conditions

**Arrange and put stock in allocated locations** 1. Handle stock in accordance with food safety and hygiene standards
2. Maintain stock condition by using the handling techniques that comply with company regulations
3. Check the product visually to make sure it meets customer or company specification
4. Put the correct stock in the allocated location and in the allocated space within the agreed timescales
5. Place goods and materials so that they can be accessed in the order required to meet stock rotation requirements
6. Store goods and materials in a way that makes best use of available space and complies with company procedures

**Report difficulties and check documentation** 1. Report difficulties in placing goods and materials which cannot be immediately resolved to the relevant person
2. Complete stock records and pass them on promptly as required
3. Complete documentation in accordance with organisational requirements
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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** |
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**Unit IMPSD108 (J5N1 04) Store and Organise Goods and Materials in a Food and Drink Business**

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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). |
| 1 | How to identify the right locations for different types of goods and materials |  |
| 2 | Why it is important to use the correct locations and space allocated for the stock |  |
| 3 | How to maintain stock locations in line with food safety standards |  |
| 4 | How to deposit stock in selection and storage locations |  |
| 5 | How to assess the condition of the storage locations |  |
| 6 | How to avoid damaging stock |  |
| 7 | Why it is important to use handling techniques in accordance with health and safety regulations |  |
| 8 | The principles of stock rotation and why it is important |  |
| 9 | Types of goods and materials held in storage |  |
| 10 | Types of location designed specifically for the storage of particular types of goods and materials |  |
| 11 | What storage facilities and locations are available and their characteristics |  |
| 12 | Why it is important to select storage locations that comply with company procedures |  |
| 13 | How to assess the suitability of storage locations, including its suitability to maintain the quantity and quality of goods and materials in storage, and the suitability of the location to support the goods and materials for the duration of the storage period |  |
| 14 | What the storage requirements are for the range and types of goods and materials held in storage and where to get information about them |  |
| 15 | Why it is important to check the transfer route to storage and hazards |  |
| 16 | The different security, safety and environmental conditions required for different types of goods and materials |  |
| 17 | Relevant regulations that apply to the storage of goods and materials |  |
| 18 | Regulations for handling goods and materials to protect them from damage and possible contamination, and to protect personnel and equipment |  |
| 19 | Checks required to make sure goods and materials meet customer or company specifications |  |
| 20 | Types of equipment defects and how to deal with them |  |
| 21 | Types of handling and securing equipment, including mobile equipment and vehicles |  |

**Unit IMPSD108 (J5N1 04) Store and Organise Goods and Materials in a Food and Drink Business – continued**

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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). |
| 22 | What costs are associated with damaged goods and materials, and why it is important that damaged goods and materials reported immediately |  |
| 23 | Why it is important to store items in the allocated location, and the procedures to follow when the allocated location is not suitable or available |  |
| 24 | What information contained on goods and materials or in documentation is relevant to storage requirements |  |
| 25 | Why complete and accurate documentation is important |  |
| 26 | What the communication structures and procedures are within your company |  |
| 27 | Why it is important to communicate effectively and what may happen if this is not done |  |

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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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