



Unit F2HE 04 (285)

Assemble and Process Products for Food Service

Unit Summary

This Unit is about making up a range of service products, like sandwiches, rolls and other fast foods in a food retail and food service environment.

You need to show that you can assemble service products, making use of spreads and fillings, using different bases. You will also need to show that you can maintain the condition of service products and process them if they require heating, toasting or chilling.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to		Evidence Requirements	Evidence/ Activity Ref No.
1	<p>Assemble service products</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Ensure your working area is clean and in the correct condition for use. (b) Identify and select the correct fillings according to your instructions and specifications. (c) Correctly assemble service products to specification to meet customers' needs. (d) Ensure your working practices minimises waste and you correctly deal with scrap material. (e) Position assembled products correctly for further processing. (f) Take prompt action on discovering any problems or variances. (g) Comply with health, safety and hygiene requirements and wear the correct personal protective clothing and equipment throughout assembly operations. 	<p>Evidence of assembling service products in accordance with workplace procedures.</p> <p>This must include two types of products eg sandwiches, rolls/baguettes, snack meals, liquids.</p>	
2	<p>Process service products</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check the condition of assembled products according to your instructions and specifications. (b) Check the operating condition of processing equipment. (c) Process assembled products to specification to meet customers' needs. (d) Maintain the condition of processed products according to specification. (e) Position processed products correctly for further processing. (f) Take prompt action on discovering any problems or variances. 	<p>Evidence of processing service products in accordance with workplace procedures.</p> <p>This must include two types of process eg freezing, chilling, microwaving, heating, toasting.</p>	

		Evidence Requirements (cont)	
2 (cont)	(g) Comply with health, safety and hygiene requirements and wear the correct personal protective clothing and equipment throughout process activity.		

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
K1	Health, safety and hygiene requirements related to assembling and processing food service products and what might happen if they are not met.	
K2	How to source and read product specifications and recipe information.	
K3	Common factors affecting the quality of service products.	
K4	Common sources of service product contamination during assembly and processing.	
K5	How to avoid contamination during assembly and processing, and what might happen if this is not done.	
K6	How to recognise and report service products that do not meet specification.	
K7	The procedure for rejecting and isolating substandard service products.	
K8	The importance of consistent assembly for portion control.	
K9	Correct use of processing techniques for service products.	

Notes/Comments

Assessor signature: _____

Date: _____