



Unit F2NS 04 (588)

Set Up and Maintain Retail Operations in Food Manufacture

Unit Summary

This Unit is about co-ordinating effective and efficient retail of food and drink products.

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 Intermediate 2

- ◆ Interpret and communicate graphical information in everyday and generalised contexts.

Information Technology Intermediate 2

- ◆ Using an IT system effectively and responsibly to process a range of information.

Problem Solving Intermediate 2

- ◆ Review and evaluate a problem solving activity.

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.
<p>1 Prepare for retail operations</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Agree and confirm standards and targets for retail operations to meet business requirements. (b) Provide sufficient and relevant supervision and support to enable your team to meet specified targets and standards. (c) Allocate resources to ensure that standards and targets are met. (d) Allocate tasks and instruct relevant person(s) to ensure that standards and targets are met. 	<p>Evidence of preparing for retail operations in accordance with workplace procedures.</p>	
<p>2 Maintain the effectiveness and efficiency of retail operations</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor that standards and targets are being met. (b) Identify and sort out problems in retail operations within the limit of your responsibilities. (c) Measure work outputs and achievements against targets in order to identify potential improvements to the retail process. (d) Ensure that all records and documentation are legible, accurate and complete. 	<p>Evidence of maintaining the effectiveness and efficiency of retail operations in accordance with workplace procedures.</p>	

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	Key features of legal and operational requirements.	
K2	Standard operating procedures in respect of retail operations.	
K3	How to set and agree targets for retail operations.	
K4	Why it is important to have cost effective and efficient retail operations.	
K5	What action to take on variances and non-compliance in maintaining conditions.	
K6	Why it is important to work to targets and standards.	
K7	Corrective action and procedures when dealing with contingencies.	

Notes/Comments

Assessor signature: _____ **Date:** _____