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| Title | **Complete kitchen shift effectively** | | |
| Level | **3** | **Credits** | **6** |

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| Purpose | The aim of this module is to develop basic knowledge, skills and understanding to completing kitchen shift effectively |

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| Classification ISCED | 1013 Hotel, restaurants and catering |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency standards** | **Performance criteria** | **Knowledge of understanding** |
| **LU1: Clear kitchen work area of equipment and food products** | P1 Select and use appropriate tools, specialist equipment and method for cleaning your work area  P2 Restore your work area to a safe and tidy condition  P3 Make sure that any food, tools and equipment that you may need for the next shift are set up ready for use  P4 Store all food, tools and equipment in line with organizational requirements  P5 Handle and dispose of waste materials appropriately according to organizational and legal requirements  P6Report any problems associated with cleaning, storing or disposing of materials and equipment to the relevant person | K1 Brief standards of cleanliness and tidiness are expected when clearing the work area  K2 Brief cleaning equipment to use for different tools and equipment  K3 Brief the methods and procedures are for safe storage of food, tools and equipment  K4 Brief the organization’s procedures are for dealing with and disposing of waste material  K5 Types of waste material generated in the work area  K6 Brief personal protective clothing is required and Explain to use it |
| **LU2: Ensure that all kitchen equipment and surfaces are cleaned** | P1 Select appropriate equipment and products for cleaning and sanitizing equipment and surfaces | K1 Brief standards of cleanliness and tidiness are expected when clearing the work area  K2 Brief cleaning equipment to use for different tools and |

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| **and sanitized** | P2 Pre-soak any equipment, tools and utensils as required to free food particles and grease  P3 Use appropriate equipment, products and methods to clean and sanitize equipment and surfaces  P4 Ensure that equipment and products used for cleaning are in good condition and changed when required  P5 Store equipment and products for cleaning and sanitizing equipment and surfaces after use according to organizational requirements  P6Report to supervisor any problems with cleaning, equipment or products | equipment  K3 Brief the methods and procedures are for safe storage of food, tools and equipment  K4 Brief the organization’s procedures are for dealing with and disposing of waste material  K5 Types of waste material generated in the work area  K6 Brief personal protective clothing is required and Explain to use it |
| **LU3: Ensure all surplus food, equipment and materials are returned from the kitchen to the appropriate department** | P1 Identify and return unused food items to the kitchen or to the concerned department  P2 Identify and return equipment and materials to the appropriate store  P3 Maintain proper log books or records of returned items  P4 Advise supervisor of any problems with returning surplus food, equipment and material to the appropriate department | K1 Organizational procedures for returning surplus food, equipment and material to the appropriate department  K2 The process for recording returns of surplus food, equipment and material to the appropriate department  K3 Must understand the disciplinary actions against any violation of the rule |
| **LU4: Hand over to next kitchen shift if** | P1 Ensure that work area is fully maintained | K1 Procedures for handing over to next shift |

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| **appropriate** | ready for next shift  P2 Ensure that next shift is prepared and ready for handover  P3 Notify next shift of any special requirements, events, requests or comments relating to guests in order to maintain customer service  P4 Notify next shift of any problems with the service, equipment or products  P5 Complete any logbook entries as required by organization  P6 Leave work area promptly and courteously | K2 Explain to notify next shift any special requirements, events, requests or comments relating to guests in order to maintain customer service  K3 Explain to notify next shift of any problems with the service, equipment or products  K4 Explain to make appropriate entries in logbooks |