|  |  |  |  |
| --- | --- | --- | --- |
| Title | **Supervise the kitchen section** | | |
| Level | **3** | **Credits** | **6** |

|  |  |
| --- | --- |
| Purpose | The aim of this module to develop knowledge, skill and understanding to supervise the section. |

|  |  |
| --- | --- |
| Classification ISCED | 1013 Hotel, restaurants and catering |

|  |  |
| --- | --- |
| Available grade | Competent / Not yet competent |

|  |  |
| --- | --- |
| Modification history | N/A |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B1- Ensure the kitchen section prepares, cooks and presents food effectively in the section**  **Overview**  This Competency Standard is about managing a team of section cooks and ensuring that the dishes they produce meet the organizational requirements and are presented on time. | P1- Brief and direct associates in their section in preparing, cooking, and presenting culinary dishes  P2- Supervise the preparation, cooking and finishing procedures in his/her specific section of the kitchen  P3- Ensure that the preparation, cooking and finishing procedures are completed within organizational time expectations  P4- Ensure that dishes are presented for service at the right time  P5- Ensure that associates keep and maintain the work area neat and clean at all times  P6- Oversee the preparation, cooking, and presentation of dishes in a food outlet  P7- Ensure that health and hygiene standards in the kitchen are adhered to at all times  P8- Deal with any problems that may arise in the specific section of his / her kitchen. | K1- Understand operational knowledge and kitchen production.  K2- Describes operational knowledge and understanding of current and future requirements of business  K3-Manage the kitchen operation within proper mention time.  K4-Monitor the recipe production,presentation and service as per menu description.  K5-Manage all cleaning procedure in the kitchen during and after work as per standard.  K6- Round and check that the preparation, cooking and finishing procedures are carried out properly in his/her specific section of the kitchen.  K7- Monitor that the preparation, cooking and finishing procedures are completed within organizational time expectations  K8-Apply all health and hygiene standards in the kitchen.  K9- Handle the problems that may arise in the specific section of his / her kitchen. |

|  |  |  |
| --- | --- | --- |
| **B2 Ensure the kitchen Section opens and finalizes the shift effectively**  **Overview**  This Competency Standard is about making sure the section is ready for the beginning of a shift and, at the end of a shift, all procedures are completed to finalize the work of the team and, if required, hand over to the next shift. | P1- Ensure that all associates arrive for duty at the prescribed time  P2- Ensure that all associates are wearing appropriate protective clothing in line with organizational requirements  P3- Ensure that all associates have checked that all equipment is in good working order  P4- Ensure that all associates have checked that the food they will prepare is of the type, quality and quantity required  P5- Ensure that all associates clear work area of equipment and food products  P6- Ensure that all associates clean and sanitize all equipment and surfaces  P7- Ensure that all associates return all surplus food, equipment and materials to the appropriate department  P8- Ensure that all associates hand over to next shift if appropriate. | K1-Aware of operational knowledge, staff duty roaster and kitchen production.  K2-Organize pre-shift meeting of all staff and check that all associates are fully prepared at the start of the shift.  K3- Describe operational knowledge and understanding of current and future requirements of business.  K4-Check duty roaster and any sickness, other absence and holiday entitlements  K5-Verify the production area that all associates finalize the shift correctly and efficiently  K6-Describe the standard operating procedures for the department and section  K7-know about national and locals laws concerning international hygiene standards, HACCP standards, local food & safety preparation laws. |
| **B3&4- Ensure that kitchen section team follows health and safety requirements**  **Overview** | P1- Ensure that all associates are aware of health and safety requirements in line with organizational requirements  P2- Ensure that associates identify any hazards or potential hazards and deal with these correctly  P3- Ensure that associates report any accidents or near accidents quickly and accurately to the | K1- Improve standard by working in a healthy, safe and hygienic way  K2- Conduct fifteen minutes briefing with quality assurance manager to get information about health, hygiene and safety in your workplace  K3- Identify types of hazards that may find in workplace and handle l with these correctly |

|  |  |  |
| --- | --- | --- |
| This Competency Standard is about ensuring safety and security in your workplace – making sure that the section team is aware of and is following health and safety requirements in line with organizational requirements | proper person  P4- Ensure that associates follow health, hygiene and safety procedures in all your work  P5- Ensure that associates practice emergency procedures correctly  P6- Ensure that associates follow your organization’s security procedure  P7- Complete records as required to demonstrate that section team follows health and safety requirements. | K4- Explains all hazards you can deal with yourself and hazards that you must report to someone else.  K5- Give detail and warn other people about hazards that why this is important.  K6- Develop all types of emergencies that may happen in your workplace and define procedure to deal with these.  K7- Mention the locality of first aid treatment box and person who is acting as first-aider is in your workplace  K8- Explain other ways of working safely that are relevant to your job and why these are important  K9- Display precaution measurement and possible causes of fire in your workplace  K10- Train people / staff to minimize the risk of fire K11- Exploit the locality of fire alarms.  K12- Prepare the staff mentally and design all paths to approach a fire unless it is safe to do.  K13- Avoid from any accident it is important to follow fire safety laws.  K14-Highlight all important issues and report all usual/non- routine incidents to the appropriate person  K15- Define all responsibilities under the health and safety at work act  K16- Describe Safe lifting and handling techniques that you must follow |

|  |  |  |
| --- | --- | --- |
|  |  | K17-Write detail of happen accidents and near accidents and report these too concerned department through your seniors.  K18- Develop all emergency procedures, in particular for fire, and way you should follow these.  K19- Understand Your organization’s security procedures and why these are important  K20- Develop correct procedures for dealing with customer property |