

Training Package	Tourism, Hospitality and Events (SIT07v2.3)		HSC Requirements and Advice
Unit title	Organise and prepare food		
Unit code	Competency field	Sector	HSC Indicative Hours
SITHCCC001B	Commercial Cookery and Catering	Hospitality	20

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to organise and prepare a variety of foods within the kitchen of a hospitality or catering operation. It requires the ability to use general food preparation techniques, contribute to the organisation's profitability through effective resource use and to minimise negative environmental impacts by reusing resources, recycling and using safe methods for disposing of kitchen waste.</p> <p>The term 'organising and preparing food' is also referred to as 'mise en place' and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.</p> <p>This unit underpins effective performance in commercial cookery.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
Prerequisite units	<p>This unit must be assessed after the following prerequisite unit:</p> <ul style="list-style-type: none"> • SITXOHS002A Follow workplace hygiene procedures.
Application of the unit	<p>This unit applies to hospitality and catering operations where food is prepared and served and may include the preparation of any food type, ingredients, style or cuisine inclusive of Asian cuisine and patisserie products.</p> <p>This unit describes a key function for cooks and chefs working at any level. Their role may be operational, supervisory or managerial. Job roles include breakfast cook, short order cook, fast food cook, cook, chef, chef de partie, sous chef, executive chef, caterer, patissier and chef patissier.</p>
Employability skills	<p>The required outcomes described in this unit of competency contain applicable facets of employability skills. The <i>Employability Skills Summary</i> of the qualification in which this unit of competency is packaged will assist in identifying employability skill requirements.</p>

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Context of and specific resources for assessment	Methods of assessment	Assessing employability skills
<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • ability to organise efficient, resource effective preparation of a variety of foods according to expected numbers of 	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • demonstration of skills within normal operating conditions of a fully equipped commercial kitchen, including industry- 	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p>	<p>Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations</p>

Critical aspects for assessment and evidence required to demonstrate competency in this unit cont/d	Context of and specific resources for assessment cont/d	Methods of assessment cont/d	Assessing employability skills cont/d
<p>customers and to maximise profitability and minimise negative environmental impacts</p> <ul style="list-style-type: none"> • ability to use a range of cookery and preparation methods appropriate to the cuisine • ability to undertake duties according to organisational hygiene, health and safety practices • knowledge of food safety procedures and correct handling and storage requirements for different types of food • knowledge of correct and environmentally sound disposal methods for kitchen waste and in particular for hazardous substances • ability to organise and prepare a wide variety of general food items within the timeframe required by a commercial kitchen. 	<p>current equipment</p> <ul style="list-style-type: none"> • industry-realistic ratios of kitchen staff to customers. 	<ul style="list-style-type: none"> • direct observation of the candidate preparing food • inspection of food items prepared by the candidate • written or oral questions to assess knowledge of preparation techniques, handling and storage requirements for various food types, hazardous substances and efficient resource use • review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate. <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • any Asian Cookery unit • any Commercial Cookery and Catering unit • any Patisserie unit. 	<p>and qualifications due to the different work functions and contexts.</p> <p>Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.</p>

Required Skills and Knowledge		HSC Requirements and Advice
This section describes the essential skills and knowledge and their level, required for this unit.		
<p>The following skills must be assessed as part of this unit:</p> <ul style="list-style-type: none"> • logical and time-efficient work flow • knife handling techniques • cutting techniques for foods as required for menu items • hygienic handling of food and equipment according to local, state or territory and national regulatory requirements • safe work practices according to OHS principles and procedures, particularly with regard to using knives • cleaning techniques for kitchen equipment • waste minimisation techniques and environmental considerations in relation to food preparation • problem-solving skills to deal with minor problems, such as shortages of ingredients • literacy skills to read recipes, menus, instructions and orders • numeracy skills to calculate portions, and weigh and measure quantities of ingredients. 	<p>The following knowledge must be assessed as part of this unit:</p> <ul style="list-style-type: none"> • the key characteristics and uses of the main categories of food items and those that are particularly used in the organisation • menu and recipe requirements for the particular style, products and cuisine being served • expected numbers of customers to be served • full details of food safety procedures used in kitchen operations and the particular food safety regime for the organisation • correct handling and storage requirements for different types of food • applications of different types of cleaning products • the essential features of and safe practices for using common hazardous substances used within kitchens and in particular substances used by the organisation e.g. cleaning products • the environmental impacts of cleaning equipment and preparing food and minimal impact practices to reduce these especially those that relate to reusable resources, water and energy use • correct and environmentally sound disposal methods for kitchen waste and hazardous substances. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • equipment • environmental impacts • food items – dairy, dry goods, fruits and vegetables, meat, seafood, poultry • food preparation techniques • food safety procedures • ingredients • menu items • portion control • recipes • safe and hygienic work practices • waste minimisation • work flow.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
1 Select, prepare and use equipment.	1.1 Select <i>knives and equipment</i> of the correct type and size for the job, and ensure that it is clean, safely assembled and ready before use.	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording in the performance criteria is detailed below.</p> <p><i>Knives and equipment</i> may be mechanical or power driven and:</p> <ul style="list-style-type: none"> • <i>must</i> include the use of: <ul style="list-style-type: none"> - knives, cleavers and utensils such as butcher and boning knives, filleting knives, butter spreading knives, vegetable peeler or knives, slicers - knife sharpening equipment - graters - commercial mixers food processors, blenders and attachments - scales - measures - whisks - thermometers • <i>may</i> include the use of: <ul style="list-style-type: none"> - saws and meat cleavers - meat bats - meat hooks - larding needles - mincers - bowl choppers - slicing machines - grills or salamanders - large fixed equipment, such as bains marie and fridges - patisserie cutting implements - cutting implements for nuts and fruits - beaters - spatulas - wooden spoons - piping bags and attachments - moulds, shapes and cutters - cake tins. 	<p>Learning experiences for the HSC must address:</p> <p>Knowledge of safe and hygienic work practices and procedures, including food safety procedures used in kitchen operations.</p> <p>[See also HSC requirements and advice for <i>Implement food safety procedures</i> (SITXFSA001A).]</p> <p>Examples of equipment classified as:</p> <ul style="list-style-type: none"> • utensils • mechanical • fixed. <p>An awareness of a range of equipment including:</p> <ul style="list-style-type: none"> • name • characteristic • use • limitations • assembly (if appropriate) • maintenance • cleaning and sanitising • storage. <p>Knowledge and identification of suitable cutting surfaces including:</p> <ul style="list-style-type: none"> • yielding • unyielding. <p>Knowledge of:</p> <ul style="list-style-type: none"> • the parts of a knife • knife handling techniques <ul style="list-style-type: none"> - correct position of fingers, knuckles, thumb and free hand • knife sharpening <ul style="list-style-type: none"> - correct use of steel - types of stone and lubricants. <p>An awareness of the function, operation and safe use of a range of equipment used to prepare meat</p>

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	1.2 Use equipment correctly, safely and hygienically.		<p>including:</p> <ul style="list-style-type: none"> • meat mallet • mincer • meat slicer • knives <ul style="list-style-type: none"> - cook's - meat cleaver - carving knife and fork. <p>An awareness of the function, operation and safe use of a range of equipment used to prepare seafood including:</p> <ul style="list-style-type: none"> • fish scaler • filleting knife • kitchen scissors. <p>An awareness of the function, operation and safe use of a range of equipment used to prepare poultry including:</p> <ul style="list-style-type: none"> • knives <ul style="list-style-type: none"> - boning - cook's - carving - poultry shears.
2 Assemble ingredients for menu items.	2.1 Identify and obtain ingredients according to standard recipes, recipe cards or enterprise requirements.		<p>Learning experiences for the HSC must address:</p> <p>Define:</p> <ul style="list-style-type: none"> • mise en place <p>Mise en place including:</p> <ul style="list-style-type: none"> • ordering ingredients • correct selection of recipe • selection of required ingredients • weighing and measuring • selection and preparation of equipment • preparation of ingredients. <p>Features of effective work flow management including:</p> <ul style="list-style-type: none"> • logical sequence • time efficient

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			<ul style="list-style-type: none"> • planning and organisation • time constraints • cooperation. <p>Acknowledgement of the effect poor work flow has on:</p> <ul style="list-style-type: none"> • colleagues • customers • workplace/organisation. <p>Interpretation, use and modification of standard recipes.</p> <p>The standard features of a recipe including:</p> <ul style="list-style-type: none"> • preliminary preparation • equipment • quantity of ingredients • method • cooking temperature • cooking time • number of portions recipe will produce • total cost of product. <p>Knowledge of a range of menu types including:</p> <ul style="list-style-type: none"> • table d'hôte • set menu • à la carte • function • buffet • cyclic. <p>Understanding of menu and recipe requirements for the particular style, products and cuisine being served.</p> <p>Team problem-solving activities including:</p> <ul style="list-style-type: none"> • identify problem • consider solutions • action • follow-up.

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	2.2 Assemble ingredients according to the correct quantity, type and quality required.		<p>Learning experiences for the HSC must address:</p> <p>An understanding of criteria for the selection of quality fresh, frozen, preserved and pre-prepared ingredients including:</p> <ul style="list-style-type: none"> • dairy products • dry goods • fruit • vegetables • general food items • meat, poultry and seafood. <p>Accurate measurement of dry and wet ingredients.</p>
3 Prepare food items.	3.1 Prepare <i>food items</i> required for menus according to correct weight, amount and number of portions.	<p><i>Food items</i> to be prepared:</p> <ul style="list-style-type: none"> • <u>must</u> include the use of: <ul style="list-style-type: none"> - dairy products, including milk, yoghurt, cheeses and alternatives, e.g. soy products - dry goods, such as flours, sugars, pastas and rice - standard fruit and vegetables - general food items such as sauces, condiments and flavourings, garnishes, coatings and batters • may include the use of: <ul style="list-style-type: none"> - meat, seafood and poultry that may be fresh, frozen, preserved or pre-prepared - meat products such as standard cuts, sausages, hams and salami. 	<p>Learning experiences for the HSC must address:</p> <p>Opportunities to organise and prepare a variety of general food items.</p> <p>Application of work flow management techniques to a range of food preparation activities in an industry context.</p> <p>Portion control:</p> <ul style="list-style-type: none"> • correct utensils, measures and equipment to prepare and serve food • use of standardised recipes • specified meal and component sizes including amounts of vegetables, meats and garnishes. <p>Accurate use of scales and measuring equipment.</p>
	3.2 Clean, peel and prepare vegetables and fruit as required for menu items.		<p>Learning experiences for the HSC must address:</p> <p>Washing, peeling and trimming of fruit and vegetables including:</p> <ul style="list-style-type: none"> • use of cold water to remove insecticides, chemicals, pests and soil • scrubbing of root vegetables • soaking where appropriate • careful handling of delicate fruits • removal of strings, peel, pith, stems or eyes.

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			<p>Storage of ingredients after peeling to prevent spoilage including:</p> <ul style="list-style-type: none"> • immersion in water • application of lemon juice • immersion in a mixture of water and lemon juice • immersion in brine. <p>Specific peeling techniques including:</p> <ul style="list-style-type: none"> • peeling tomato • crushing garlic • segmenting fruit. <p>Cutting techniques for fruit and vegetables including:</p> <ul style="list-style-type: none"> • julienne • brunoise • paysanne • macedoine • jardinière • turning • dicing • mirepoix.
	3.3 Prepare dairy products required for menu items, ensuring they are correctly handled.		<p>Learning experiences for the HSC must address: Appropriate storage and handling of dairy products.</p>
	3.4 Measure, sift where appropriate, and use dry goods as required for menu items.		
	3.5 Correctly handle all food items according to food safety procedures and the handling requirements for particular types of food.		<p>Learning experiences for the HSC must address: Appropriate storage and handling of food products.</p> <p>An awareness of a range of basic food products including their:</p> <ul style="list-style-type: none"> • characteristics • use • storage requirements • application in menu items.
	3.6 Prepare food items in the required form and timeframe		<p>Preparation of a range of simple and complex garnishes using a variety of ingredients and</p>

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			<p>appropriate preparation techniques including:</p> <ul style="list-style-type: none"> • clarified butter • roux • concasse • chopped parsley • duxelles • croutons • bouquet garni • marinades. <p>Preparation and use of batters including:</p> <ul style="list-style-type: none"> • suitable foods • types of batters • appropriate equipment. <p>Preparation and use of coatings including:</p> <ul style="list-style-type: none"> • suitable foods • types of coatings • crumbing process <p>storage of coated foods.</p> <p>An awareness of a range of meat preparation techniques and their purpose including:</p> <ul style="list-style-type: none"> • cutting and trimming • mincing • tenderising • curing • weighing and portioning. <p>An awareness of a range of seafood preparation techniques and their purpose including</p> <ul style="list-style-type: none"> • scaling • gutting • cleaning • removal of skin • filleting. <p>An awareness of a range of poultry preparation techniques and their purpose including</p> <ul style="list-style-type: none"> • trussing • de-boning • slicing

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			<ul style="list-style-type: none"> • portioning • stuffing • marinating. <p>Knowledge of the safe and hygienic storage of meat, seafood and poultry including:</p> <ul style="list-style-type: none"> • temperature ranges • storage times • frozen, fresh and cooked • specific storage areas for food types • stock rotation.
4 Prepare food ingredients	4.1 Select and use suitable knives and equipment for food portioning.		<p>Learning experiences for the HSC must address:</p> <p>An awareness of a range of standard cuts for:</p> <ul style="list-style-type: none"> • meat <ul style="list-style-type: none"> - rump - T-bone - fillet • seafood <ul style="list-style-type: none"> - fillet - cutlet • poultry <ul style="list-style-type: none"> - breast fillet - thigh fillet - tenderloin - drumstick - wing.
	4.2 Portion <i>food ingredients</i> accurately, according to size, weight and required menu items.	<p><i>Food ingredients</i> to be portioned may include:</p> <ul style="list-style-type: none"> • meat • seafood • poultry • pastry • dough • fruit • vegetables. 	
	4.3 Store prepared and portioned foodstuffs according to food safety procedures and the storage requirements for particular types of food.		<p>Learning experiences for the HSC must address:</p> <p>Appropriate storage and handling of food products.</p>

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5 Contribute to profitability	5.1 Use the designated quantity, weight and portions of ingredients to minimise wastage and maximise profitability of meals prepared.		<p>Learning experiences for the HSC must address:</p> <p>Waste minimisation techniques and environmental considerations relating to food preparation including:</p> <ul style="list-style-type: none"> • correct portion control • correct storage, handling and preparation of foodstuffs • use of off-cuts and reusable by-products • waste minimisation <ul style="list-style-type: none"> - accurate measurements and calculations - recycling - using recyclable products - resource efficiency.
	5.2 Prepare the correct amount of food items according to expected numbers of customers to minimise wastage and maximise profitability of meals prepared.		
6 Reduce food preparation costs and negative environmental impacts.	6.1 Use energy and water resources efficiently when cleaning equipment and organising and preparing food to reduce costs and negative environmental impacts.		<p>Learning experiences for the HSC must address:</p> <p>An understanding of:</p> <ul style="list-style-type: none"> • environmental impacts when cleaning equipment and organising and preparing food • practices to reduce environmental impacts, especially in relation to resource, water and energy use.
	6.2 Save <i>reusable by-products</i> of food preparation for future cooking activities.	<p><i>Reusable by-products</i> may include:</p> <ul style="list-style-type: none"> • meat and fish offcuts • bones and trimmings • fruit peelings and offcuts • vegetable peelings and offcuts • unused portions of: <ul style="list-style-type: none"> - fruits - vegetables - seafood, meat and poultry - flowers - garnishes - accompaniments - batter - dough - pastry - fillings - sauces and dips - eggs - coconut cream and flesh - combined spices - pastes. 	

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	6.3 Use <i>recyclable</i> products during food preparation and dispose of them in designated recycling bins.	<p><i>Recyclable products</i> may include:</p> <ul style="list-style-type: none"> • glass bottles and jars • plastics • paper and cardboard • tin or aluminium containers • fruit and vegetable matter. 	
	6.4 Safely dispose of all <i>kitchen waste and hazardous substances</i> to minimise negative environmental impacts.	<p><i>Kitchen waste and any hazardous substances</i> may include:</p> <ul style="list-style-type: none"> • any used or out of date ingredient or food item such as: <ul style="list-style-type: none"> - cooking oils - animal fat - ghee - dairy products, including milk, yoghurt, cheeses and soy products - dry goods, such as flours, sugars, pastas and rice - fruit and vegetables - general food items such as sauces, condiments and flavourings, garnishes, coatings and batters - meat, seafood and poultry - meat products such as standard cuts, sausages, hams and salami • any cleaning agent or chemicals. 	<p>Learning experiences for the HSC must address:</p> <p>Knowledge of workplace/organisation policies and procedures for waste disposal.</p> <p>An awareness of workplace/organisation systems for storage and disposal of waste including:</p> <ul style="list-style-type: none"> • waste bins • waste disposal units • recycling units • compactors.