

Training Package	Tourism, Hospitality and Events (SIT07)		HSC Requirements and Advice
Unit title	Clean and maintain kitchen premises		
Unit code	Competency field	Sector	HSC Indicative Hours 10
SITHCCC004A	Commercial Cookery and Catering	Hospitality	

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to clean and maintain kitchens, and food preparation and storage areas in commercial cookery or catering operations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Prerequisite units	This unit must be assessed after the following prerequisite unit: <ul style="list-style-type: none"> SITXOHS002A Follow workplace hygiene procedures.
Application of the unit	This unit applies to all enterprises with kitchen premises and equipment, such as restaurants, hotels, clubs, cafeterias and other catering operations. Those undertaking this role work under supervision, usually as part of a team such as kitchen attendants and cooks.
Employability skills	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.

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 clean all food preparation and presentation areas hygienically and safely according to food safety and OHS regulations ability to clean various types of surfaces, large and small equipment and utensils commonly found in a commercial kitchen. 	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> demonstration of skills within a fully equipped operational commercial kitchen and kitchen storage area as defined in <i>Appendix 1</i> of this document access to: <ul style="list-style-type: none"> various surfaces for cleaning appropriate chemicals and material safety data sheets (MSDS) pest control products mops, brooms and brushes cloths, swabs and plastic bucket 	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct observation of the candidate cleaning a fully equipped commercial kitchen and storage areas inspection of areas cleaned by the candidate written or oral questions to test knowledge of cleaning materials and equipment, safety and hygiene issues 	<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 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>

	Context of and specific resources for assessment cont/d	Methods of assessment cont/d	
	<ul style="list-style-type: none"> - personal protective equipment, such as gloves, goggles, face masks and rubber aprons - waste sink for mops • use of appropriate cleaning materials and equipment for kitchen areas. 	<ul style="list-style-type: none"> • 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.</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"> • correct and safe usage and storage of cleaning materials and chemicals • safe work practices, particularly in relation to bending, lifting, carrying and using equipment • logical and time efficient work flow • problem solving skills to deal with difficult or unusual stains and soiling • literacy skills to read instructions and labels on equipment and cleaning chemicals • numeracy skills to calculate correct quantities of cleaning agents to use. 	<p>The following knowledge must be assessed as part of this unit:</p> <ul style="list-style-type: none"> • various types of chemicals and equipment and their uses for cleaning and sanitising in a kitchen context • sanitising and disinfecting methods and procedures and the importance and purpose of each • hygiene and cross contamination issues related to kitchens • waste management and disposal procedures and practices • environmentally responsible products and practices in relation to kitchen cleaning. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • chemical accidents • clean • cleaning agents/chemicals • cleaning equipment • cleaning schedules • kitchen equipment • linen • maintain • safe and hygienic work practices • sanitise • surfaces • waste disposal.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
<p>1 Clean, sanitise and store equipment.</p>	<p>1.1 Select and use chemicals for cleaning and sanitising kitchen <i>equipment</i> and utensils.</p>	<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>Equipment</i> to be cleaned and sanitised <u>must</u> include:</p> <ul style="list-style-type: none"> • crockery • glassware • cutlery • utensils • pots, pans and dishes • containers • chopping boards • garbage bins. 	<p>Learning experiences for the HSC must address:</p> <p>An understanding of the importance of cleaning services to food safety and hygiene and the overall quality of service provided by the workplace/ organisation.</p> <p>An understanding of the difference between cleaning and sanitising and the purpose of each.</p> <p>Knowledge of safe and hygienic work practices and procedures.</p> <p>An awareness of the purpose and intent of food safety legislation regulations including:</p> <ul style="list-style-type: none"> • <i>Food Act 2003</i> (NSW) (as amended) • Food Regulation 2004 (NSW) <p>An awareness of the Food Safety Standards for Australia contained in the Australian and New Zealand Food Standards Code.</p> <p>Awareness of the main features and intent of environmental legislation including:</p> <ul style="list-style-type: none"> • <i>Protection of the Environment Operations Act 1997</i> (NSW) and amendments • Codes of Practice (WorkCover NSW) <ul style="list-style-type: none"> - Control of Workplace Hazardous Substances. <p>An understanding of occupational health and safety (OHS) guidelines and regulations relating to cleaning agents, chemicals and equipment.</p> <p>Knowledge of a range of cleaning and sanitising agents and chemicals including:</p> <ul style="list-style-type: none"> • general all-purpose sprays • disinfectants • cream cleansers • bleaches • detergents • abrasives • polishes • glass cleaners • degreasers • pesticides.

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			<p>Interpretation of product labels and material safety data sheets (MSDS) for the safe preparation and use of cleaning and sanitising agents and chemicals:</p> <ul style="list-style-type: none"> • directions and precautions for use • recommended dosage and dilution of chemicals • safe handling requirements • first aid • calculating quantity required • disposal methods • suitable storage item/container. <p>How and where to obtain required MSDS.</p> <p>Use and application of a range of personal protective equipment (PPE) including:</p> <ul style="list-style-type: none"> • footwear • head protection • gloves • protective clothing • hearing protection • eye protection • face mask/breathing apparatus. <p>Selection of PPE:</p> <ul style="list-style-type: none"> • correct for the task • manufacturers' specifications for use • correct fitting • serviceable. <p>Importance of correctly fitting PPE.</p> <p>Maintenance of PPE according to manufacturers' instructions and workplace/organisation policy and procedures:</p> <ul style="list-style-type: none"> • cleaning and decontamination • correct storage • regular checks for damage • repair/replacement of worn, malfunctioning or damaged equipment/parts • disposal of single-use equipment. <p>Opportunities to prepare cleaning and sanitising agents and chemicals in accordance with instructions including:</p> <ul style="list-style-type: none"> • recommended dosage

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			<ul style="list-style-type: none"> • calculating quantity required • dilution • suitable storage container/item. <p>Knowledge of safe work practices and procedures including:</p> <ul style="list-style-type: none"> • selection, use and maintenance of PPE • selection of appropriate equipment for the task • correct handling, application, labelling and storage of hazardous and nonhazardous materials • safe posture (sitting, standing, bending and lifting) • correct manual handling (lifting and transferring) • hazard identification and risk control • basic first aid training and access to first aid kits • procedures to follow in the event of an emergency • effective communication and teamwork • adherence to workplace/organisation policies and procedures • housekeeping/clean-up procedures, including waste disposal, with proper consideration of OHS and the environment. <p>Basic first aid for potential injury caused through use of cleaning agents and chemicals including:</p> <ul style="list-style-type: none"> • chemical burns • inhaled chemical fumes • chemical splashes in eyes • chemicals ingested • chemicals absorbed through skin. <p>An awareness of enterprise first aid procedures.</p>
	<p>1.2 Clean and sanitise equipment and utensils according to manufacturer instructions and without causing damage.</p>		<p>Learning experiences for the HSC must address:</p> <p>Knowledge of workplace/organisation procedures for cleaning and sanitising of kitchen equipment including:</p> <ul style="list-style-type: none"> • large fixed equipment • small equipment • utensils and cutlery • crockery, glassware and serveware.

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			Knowledge of a range of methods and procedures for sanitising and disinfecting equipment and surfaces.
	1.3 Store or stack cleaned equipment and utensils safely and in the designated place.		
	1.4 Use <i>cleaning equipment</i> safely and according to manufacturer instructions.	<p><i>Cleaning equipment</i> may include:</p> <ul style="list-style-type: none"> • dishwashers • floor scrubbers or polishers • mops • cleaning cloths • brooms and dustpans • pressurised steam and water cleaners. 	<p>Learning experiences for the HSC must address:</p> <p>An awareness of a range of cleaning equipment including:</p> <ul style="list-style-type: none"> • name • characteristic • use • limitations • assembly (if appropriate) • maintenance • cleaning and sanitising • storage. <p>Cleaning equipment including:</p> <ul style="list-style-type: none"> • dishwashers • pressurised steam and water cleaners • mops, brushes and brooms • cleaning cloths <ul style="list-style-type: none"> - dry - wet • buckets and pans • sinks • garbage receptacles • storage areas. <p>A working knowledge of a range of cleaning equipment.</p> <p>Use of waste sink for mops.</p>
1.5 Assemble and disassemble cleaning equipment in a safe manner.		<p>Learning experiences for the HSC must address:</p> <p>An awareness of policy and procedures for use of commercial dishwashers.</p>	

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	<p>1.6 Store cleaning equipment safely and correctly in the designated position and area.</p>		<p>Importance of safe work practices and OHS principles in relation to:</p> <ul style="list-style-type: none"> • bending • lifting • carrying equipment • using equipment. <p>Learning experiences for the HSC must address:</p> <p>Considerations for the storage of equipment including:</p> <ul style="list-style-type: none"> • security • climatic effects • OHS considerations • stability • ease of access. <p>Knowledge of methods by which equipment are stored and accessed.</p> <p>Appropriate use and storage of chemicals and hazardous substances including:</p> <ul style="list-style-type: none"> • separate well lit and ventilated storeroom • sealed, labelled containers with direction for use and first aid directions <ul style="list-style-type: none"> - never stored in food containers • always follow manufacturers’/enterprise instruction on containers • in accordance with material safety data sheet (MSDS) • never mix chemicals.
<p>2 Clean and sanitise premises.</p>	<p>2.1 Follow cleaning schedules correctly.</p>		<p>Learning experiences for the HSC must address:</p> <p>Knowledge of workplace/organisation cleaning schedules and activities including:</p> <ul style="list-style-type: none"> • frequency <ul style="list-style-type: none"> - daily - weekly - monthly - spring cleaning • times • tasks to be completed.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			An awareness of the importance of logical and time efficient workflow.
	2.2 Use chemicals and equipment correctly and safely to clean and sanitise walls, floors, shelves and other <i>surfaces</i> .	<p><i>Surfaces</i> to be cleaned <u>must</u> include:</p> <ul style="list-style-type: none"> • walls • floors • shelves • benches and working surfaces • ovens, stoves, cooking equipment and appliances • fridges, freezers and coolrooms • storerooms and cupboards • extraction fans. 	<p>Learning experiences for the HSC must address:</p> <p>Knowledge of workplace/organisation procedures for the preparation of a range of surfaces for cleaning and sanitising including:</p> <ul style="list-style-type: none"> • walls • floors • shelves • benches and working surfaces • ovens, stoves, cooking equipment and appliances • fridges, freezers and coolrooms • storerooms and cupboards • extraction fans.
	2.3 Clean and sanitise walls, floors, shelves and working surfaces without causing damage to health or property.		<p>An awareness of environmentally responsible products and practices in relation to kitchen cleaning.</p> <p>Problem-solving skills to deal with difficult or unusual stains or soiling including:</p> <ul style="list-style-type: none"> • identification of stain/source of soiling • use of an alternative chemical to remove or reduce stain/soiling • seeking advice from supervisor. <p>An awareness of vermin control including pest control procedure for:</p> <ul style="list-style-type: none"> • rats and mice • flies • cockroaches. <p>An understanding of employer and employee responsibilities for:</p> <ul style="list-style-type: none"> • regular cleaning procedures • reporting of pest control issues.
	2.4 Follow <i>procedures in the event of a chemical accident</i> according to enterprise policy and procedures.	<p><i>Procedures in the event of a chemical accident</i> may include:</p> <ul style="list-style-type: none"> • following first aid procedures within scope of individual responsibility 	<p>Learning experiences for the HSC must address:</p> <p>An awareness of workplace/organisation policy and procedures for dealing with a chemical spillage.</p>

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		<ul style="list-style-type: none"> • ensuring contaminated food is destroyed • ensuring food preparation area, surfaces and equipment are treated according to enterprise procedures to avoid any risk to food. 	<p>Procedures to follow in the event of an emergency including:</p> <ul style="list-style-type: none"> • notification <ul style="list-style-type: none"> - appropriate authorities (emergency services and WorkCover NSW) - colleagues - supervisor • workplace/organisation policies and procedures <ul style="list-style-type: none"> - evacuate - secure building • reporting. <p>Knowledge of procedures to deal with food and food preparation area, surfaces and equipment that may have been exposed to chemicals including:</p> <ul style="list-style-type: none"> • ensuring contaminated food is destroyed • treating food preparation area, surfaces and equipment according to enterprise procedures to avoid any risk to food. <p>The appropriate use of MSDS as a source of first aid information.</p> <p>A basic knowledge of generalised principles of first aid management for potential injury causes through use of chemicals including:</p> <ul style="list-style-type: none"> • inhalation • ingestion • absorption • burns • splashes in eyes.
3 Handle waste and linen.	3.1 Sort waste and dispose of it according to hygiene regulations, enterprise practices and procedures and environmental considerations.		<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.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
	3.2 Dispose of cleaning chemicals safely and according to environmental considerations.		
	3.3 Sort <i>linen</i> and safely remove it according to enterprise procedures.	<p><i>Linen</i> may include:</p> <ul style="list-style-type: none"> • napkins • tablecloths • serving cloths • tea towels • clothing • cleaning cloths. 	<p>Learning experiences for the HSC must address:</p> <p>An awareness of workplace/organisation policy and procedures for dealing with dirty linen including:</p> <ul style="list-style-type: none"> • napkins • tablecloths • serving cloths • tea towels • clothing • cleaning cloths. <p>An awareness of workplace/organisation policy and procedures for sorting linen including:</p> <ul style="list-style-type: none"> • sorting baskets and shelves for storage • cleaning process required • urgency of item.