

Training Package	Tourism, Hospitality and Events (SIT07v2.3)		HSC Requirements and Advice
Unit title	Clean and maintain kitchen premises		
Unit code	Competency field	Sector	HSC Indicative Hours
SITHCCC004B	Commercial Cookery and Catering	Hospitality	10

Unit descriptor	<p>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. It requires the ability to set up cleaning equipment and to safely clean premises and equipment using resources efficiently to reduce negative environmental impacts</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 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.</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, the 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 select and use relevant equipment and cleaning agents safely, efficiently and according to acceptable enterprise cleaning routines and timeframes ability to organise resource effective cleaning of both wet and dry areas and large and small equipment and utensils commonly found in a commercial kitchen ability to undertake duties according to organisational food safety, health and 	<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 	<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 oral or written questioning to assess knowledge of cleaning and maintenance 	<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>

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	
<p>safety practices</p> <ul style="list-style-type: none"> • knowledge of correct and environmentally sound disposal methods for waste and in particular for hazardous substances • ability to complete cleaning tasks within the timeframe required and within commercially realistic timeframes. 	<ul style="list-style-type: none"> - cloths, swabs and plastic bucket - 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. 	<p>procedures, materials equipment and hazardous substances, efficient resource use and safety and hygiene issues</p> <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 use of personal protective equipment • cleaning techniques for premises and equipment • 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 the dilution requirements of chemical and cleaning products. 	<p>The following knowledge must be assessed as part of this unit:</p> <ul style="list-style-type: none"> • sanitising and disinfecting methods and procedures and the importance and purpose of each • hygiene and cross-contamination issues for kitchens • cleaning procedures for various surfaces and equipment, including wet and dry • correct cleaning chemicals, equipment and procedures for cleaning various surfaces and materials • enterprise procedures and standards in relation to presentation of premises • safe work practices relating to use of cleaning equipment, bending and manual handling • applications of different types of cleaning products • the essential features of and safe practices for using common hazardous substances used to clean commercial kitchens and in particular substances used by the organisation e.g. cleaning products and chemicals • the environmental impacts of cleaning commercial kitchens and equipment and minimal impact practices to reduce these especially those that relate to resource, water and energy use • correct and environmentally sound disposal methods for kitchen waste and in particular for hazardous substances. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • chemical accidents • clean • cleaning agents/chemicals • cleaning equipment • cleaning schedules • environmental impacts • 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 prepare suitable wet and dry cleaning agents and chemicals according to relevant manufacturer and <i>OHS and environmental requirements</i></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>OHS and environmental requirements</i> may include:</p> <ul style="list-style-type: none"> • enterprise policies and procedures related to cleaning operations and disposal of used chemicals • general workplace safety procedures • correct use of manual handling techniques • use of hazardous substances and storage requirements • enterprise security procedures. 	<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>Knowledge of workplace/organisation procedures and standards in relation to presentation of premises.</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) • <i>Food Regulation 2010</i> (NSW) (as amended). <p>An awareness of the Food Safety Standards (Australia only) contained in the Australia 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

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			<ul style="list-style-type: none"> • glass cleaners • degreasers • pesticides. <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

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			<ul style="list-style-type: none"> • 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 • 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>

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	1.2 Clean and sanitise <i>equipment</i> and utensils according to manufacturer instructions and without causing damage.	<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 difference between cleaning and sanitising and the importance and purpose of each.</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 serviceware. <p>Knowledge of a range of methods and procedures for sanitising and disinfecting equipment and surfaces.</p>
	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

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			<ul style="list-style-type: none"> • 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> <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.
	1.6 Store cleaning equipment safely and correctly in the designated position and area.		<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.

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2 Clean and sanitise premises.	2.1 Follow cleaning schedules correctly.		<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. <p>An awareness of the importance of logical and time efficient workflow.</p>
	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. <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.
	2.3 Clean and sanitise walls, floors, shelves and working surfaces without causing damage to health or property.		

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	<p>2.4 Follow <i>procedures in the event of a chemical accident</i> according to enterprise policy and procedures.</p>	<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 • 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>An understanding of employer and employee responsibilities for:</p> <ul style="list-style-type: none"> • regular cleaning procedures • reporting of pest control issues. <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> <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.

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	2.5 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.
3 Reduce negative environmental impacts.	3.1 Use energy, water and other resources efficiently when cleaning premises to reduce 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 of cleaning commercial kitchens and equipment • practices to reduce environmental impacts, especially in relation to resource, water and energy use.
	3.2 Safely dispose of all waste, especially hazardous substances, to minimise negative environmental impacts.		<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.