

<b>Training Package</b>	Tourism, Hospitality and Events (SIT07)		<b>HSC Requirements and Advice</b>
<b>Unit title</b>	<b>Implement food safety procedures</b>		
<b>Unit code</b>	<b>Competency field</b>	<b>Sector</b>	<b>HSC Indicative Hours</b>
<b>SITXFSA001A</b>	Food Safety	Cross Sector	<b>15</b>

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It requires the ability to follow predetermined procedures as outlined in an organisation food safety program.</p> <p>This unit is one of three hierarchical units describing varying levels of participation in food safety processes:</p> <ul style="list-style-type: none"> <li>• SITXOHS002A Follow workplace hygiene procedures</li> <li>• SITXFSA001A Implement food safety procedures</li> <li>• SITXFSA002A Develop and implement a food safety program.</li> </ul> <p>Food safety is nationally legislated by the Food Standards Australia New Zealand Act 1991 which provides for the operation of a statutory authority known as Food Standards Australia New Zealand.</p> <p>The Australia New Zealand Food Standards Code (the Code) developed by this authority contains an individual standard for food safety practices. This unit of competency complies with the legislative requirements for food safety and safe food handling practices as outlined in the Code.</p> <p>The legislative requirement for a business to comply with the national standard for food safety practices, along with training and certification requirements, differ between state and territory governments.</p> <p>In some cases food handlers and especially designated food safety supervisors, may be required to formally achieve competence in implementing safe food handling practices through a registered training organisation that must use this unit as the basis for their training.</p>
<b>Prerequisite units</b>	<p>This unit must be assessed after the following prerequisite unit:</p> <ul style="list-style-type: none"> <li>• SITXOHS002A Follow workplace hygiene procedures.</li> </ul>
<b>Application of the unit</b>	<p>This unit has application to hospitality, commercial catering and retail venues where food is stored, prepared, displayed, served and disposed of. It applies to venues that operate a permanent or temporary kitchen or smaller food preparation area, including restaurants, cafes, clubs, hotels, attractions, events and conference venues, fast food restaurants, retail food outlets such as sandwich shops and food court outlets. It would apply to tour operators involved in the preparation and service of food at temporary sites.</p> <p>Other industries will need to access industry-specific food safety units of competency.</p> <p>Safe food handling practices are based on policies and procedures outlined in an organisation food safety program. The program and its procedures would normally be based on the Hazard Analysis And Critical Control Points (HACCP) method but this unit can apply to other food safety systems.</p> <p>This unit applies to frontline operational personnel who work under supervision and guidance and operate within predefined organisational food safety procedures. This function is undertaken by a diverse range of people, such as cooks, chefs, catering staff and kitchen hands, food and beverage attendants, cafe and fast food outlet cooking crew and sales people, and owner–operators of small business catering operations or retail food outlets.</p>
<b>Employability skills</b>	<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 <b>essential</b>:</p> <ul style="list-style-type: none"> <li>• ability to access and interpret safe food handling procedures and consistently apply these during day-to-day food handling activities</li> <li>• knowledge of critical control points and methods of food hazard control for each critical point</li> <li>• project or work activities that show the candidate's ability to apply safe food handling practices on multiple occasions across a range of different food handling circumstances to ensure consistency in the application of food safety procedures.</li> </ul>	<p>Assessment <b>must</b> ensure:</p> <ul style="list-style-type: none"> <li>• access to a fully equipped industry realistic food preparation environment, such as a commercial kitchen, catering production line, or food preparation area of a food outlet using the full range of equipment currently used in the service industries to store, prepare, display, serve and dispose of food</li> <li>• access to current regulatory documents distributed by key federal, state or territory, and local government agencies, such as plain English legislative publications, and codes and standards outlining food safety requirements</li> <li>• access to a food safety program inclusive of policies and procedures</li> <li>• use of real ingredients and food items.</li> </ul>	<p>A range of assessment methods should be used to assess the practical skills and knowledge required to implement food safety procedures. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct observation of the candidate completing tasks in the food handling facility according to food safety policies and procedures</li> <li>• case studies to assess ability to react to a range of incidents where hazards have not been controlled</li> <li>• oral or written questions to assess knowledge of food safety legislative requirements, policies and procedures</li> <li>• oral or written questions to assess knowledge of food hazards and methods of controlling hazards</li> <li>• review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.</li> </ul> <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"> <li>• any commercial cookery, commercial catering, patisserie, Asian cookery or food and beverage unit directly involving food preparation.</li> </ul>	<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>

<h3 style="text-align: center;">Required Skills and Knowledge</h3>		<h3 style="text-align: center;">HSC Requirements and Advice</h3>
<p style="text-align: center;">This section describes the essential skills and knowledge and their level, required for this unit.</p>		
<p>The following skills <b>must</b> be assessed as part of this unit:</p> <ul style="list-style-type: none"> <li>• operation of equipment, especially how to calibrate, use and clean a temperature probe and how to identify faults</li> <li>• literacy skills to read and interpret relevant components of organisation food safety program, including policies, procedures and flow charts that identify critical control points and to complete basic documentation relating to monitoring food safety</li> <li>• numeracy skills to take and record temperatures and to calculate times.</li> </ul>	<p>The following knowledge <b>must</b> be assessed as part of this unit:</p> <ul style="list-style-type: none"> <li>• basic understanding of federal, and state or territory food safety legislative compliance requirements, contents of national codes and standards that underpin regulatory requirements, and local government food safety regulations and inspection regimes</li> <li>• working knowledge of relevant components of the organisation food safety program, especially policies, procedures, product specifications and the use of any monitoring documents</li> <li>• consequences of failure to observe food safety policies and procedures</li> <li>• basic understanding of HACCP principles, procedures and processes</li> <li>• critical control points for the specific food production system and the predetermined methods of control, especially time and temperature controls used in the storage, preparation, display, service and disposal of food</li> <li>• meaning of hazardous foods, especially as described by local legislation and national food codes</li> <li>• high risk customer groups (those who may have a higher than average risk of harm from food contamination), such as: <ul style="list-style-type: none"> <li>- children or babies</li> <li>- pregnant women</li> <li>- aged persons</li> <li>- people with immune deficiencies or allergies</li> </ul> </li> <li>• methods of food storage, production, display, service and disposal for the industry sector and food business, especially appropriate temperature levels for each of these processes</li> <li>• broad understanding of the main types of safety hazards and contamination that may be found in the main food types handled by the industry sector and food business</li> <li>• broad understanding of the conditions for development of microbiological contamination for the main food types handled by the industry sector and food business</li> <li>• broad understanding of the appropriate environmental conditions, including temperature controls, for the storage of the main food types handled by the industry sector and food business</li> <li>• temperature danger zone for the main food types handled by the industry sector and food business and the two-hour and four-hour rule</li> <li>• principles and methods of safe food handling</li> <li>• choice and application of cleaning, sanitising and pest control equipment and materials.</li> </ul>	<p><b>Key Terms and Concepts</b></p> <ul style="list-style-type: none"> <li>• cleaning and sanitising</li> <li>• contamination</li> <li>• critical control points</li> <li>• food handling practices</li> <li>• food hazards</li> <li>• food safety</li> <li>• food safety monitoring</li> <li>• food safety program</li> <li>• food storage, preparation, display, service and disposal</li> <li>• food types</li> <li>• Hazard Analysis and Critical Control Points (HACCP)</li> <li>• policy and procedures</li> <li>• safe and hygienic work practices</li> <li>• single use items.</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
1 Implement procedures for food safety.	1.1 Access and use the relevant documents from the organisation food safety program.	The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <b><i>Bold italicised</i></b> wording in the performance criteria is detailed below.	<p><b>Learning experiences for the HSC must address:</b></p> <p>Importance of food safety procedures in food production and handling.</p> <p>An understanding of the components of workplace/organisation food safety programs including:</p> <ul style="list-style-type: none"> <li>• policies</li> <li>• procedures</li> <li>• product specifications</li> <li>• monitoring</li> <li>• documentation.</li> </ul> <p>An awareness of the purpose and intent of food safety legislation and regulations including:</p> <ul style="list-style-type: none"> <li>• <i>Food Act 2003</i> (NSW) (as amended)</li> <li>• Food Regulation 2004 (NSW)</li> </ul> <p>An awareness of the Food Safety Standards for Australia contained in the Australian and New Zealand Food Standards Code.</p> <p>An awareness of the role of Food Standards Australia New Zealand (FSANZ).</p> <p>An awareness of state and local government food safety regulations and inspection regimes.</p> <p>Implications of failure to observe food safety regulations including:</p> <ul style="list-style-type: none"> <li>• litigation</li> <li>• fines</li> <li>• loss of business.</li> </ul>
	1.2 Follow all food safety <b><i>policies and procedures</i></b> correctly and consistently according to organisation food safety program requirements to ensure compliance of all food handling practices.	<p><b><i>Policies and procedures</i></b> may relate to:</p> <ul style="list-style-type: none"> <li>• food receiving, storage, preparation, display, service and disposal</li> <li>• methods of food hazard control for each critical point</li> <li>• systematic monitoring of hazard controls and record keeping</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of workplace/organisation food safety policy and procedures including:</p> <ul style="list-style-type: none"> <li>• purchasing, delivery and storage</li> <li>• preparation and cooking</li> <li>• cooling and storage</li> <li>• holding or display</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
		<ul style="list-style-type: none"> <li>• personal hygiene, suitable dress and personal protective equipment and clothing</li> <li>• record maintenance</li> <li>• corrective actions when hazards are found not to be under control</li> <li>• pest control</li> <li>• cleaning and sanitation</li> <li>• equipment maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• rethermalisation</li> <li>• service</li> <li>• methods of food hazard control for each critical point</li> <li>• monitoring and record keeping</li> <li>• corrective actions when hazards are found not to be under control</li> <li>• pest control</li> <li>• cleaning and sanitation</li> <li>• equipment cleaning and maintenance</li> <li>• personal hygiene</li> <li>• appropriate clothing and footwear</li> <li>• hand-washing regimes.</li> </ul> <p>An understanding of the potential consequences of failure to observe food safety policies and procedures for:</p> <ul style="list-style-type: none"> <li>• customer</li> <li>• employer</li> <li>• employee.</li> </ul> <p>A basic understanding of Hazard Analysis Critical Control Points (HACCP)</p> <ul style="list-style-type: none"> <li>• definition</li> <li>• key principles</li> <li>• critical control points in food preparation</li> <li>• procedures and processes.</li> </ul> <p>Operational policies and procedures for HACCP in relation to potentially hazardous foods including:</p> <ul style="list-style-type: none"> <li>• meat – raw or cooked</li> <li>• fish, fish paste and shellfish</li> <li>• cooked poultry</li> <li>• milk and milk products</li> <li>• desserts consisting of egg and milk.</li> </ul>
	1.3 Control all <i>food hazards</i> at <i>critical control points</i> .	<p><i>Food hazards</i> may be:</p> <ul style="list-style-type: none"> <li>• anything related to food, including work practices and procedures, that have a potential to harm the health or safety of a person</li> <li>• actual or potential</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>Definition of:</p> <ul style="list-style-type: none"> <li>• food hazards</li> <li>• critical control points.</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
		<ul style="list-style-type: none"> <li>• chemical, microbiological or physical</li> <li>• any food contaminated with chemical or microbiological elements</li> <li>• foods highly susceptible to microbiological contamination</li> <li>• food containing bacteria, moulds and yeast</li> <li>• food containing broken glass, metal or foreign objects</li> <li>• food containing chemicals and natural poisons</li> <li>• insects and vermin</li> <li>• processes where food is vulnerable to contamination including:               <ul style="list-style-type: none"> <li>- requirements for food to be touched by hand</li> <li>- requirements for re-thermalisation or defrosting</li> <li>- displays of food and buffets</li> <li>- working with temperatures that promote the rapid growth of micro organisms.</li> </ul> </li> </ul> <p><i>Critical control points</i> are those where there is high risk of contamination or food spoilage, including:</p> <ul style="list-style-type: none"> <li>• receiving</li> <li>• storing</li> <li>• preparing</li> <li>• processing</li> <li>• displaying</li> <li>• packaging</li> <li>• serving</li> <li>• transporting</li> <li>• disposing.</li> </ul>	<p>An awareness of a range of actual or potential food hazards including:</p> <ul style="list-style-type: none"> <li>• types           <ul style="list-style-type: none"> <li>- physical</li> <li>- chemical</li> <li>- microbiological</li> </ul> </li> <li>• contaminated food           <ul style="list-style-type: none"> <li>- chemical or microbiological elements</li> <li>- food containing broken glass, metal or foreign objects</li> </ul> </li> <li>• food containing bacteria, moulds and yeast</li> <li>• food containing chemicals and natural poisons</li> <li>• insects and vermin.</li> </ul> <p>An awareness of high-risk situations including:</p> <ul style="list-style-type: none"> <li>• foods highly susceptible to microbiological contamination</li> <li>• working in temperatures that promote rapid growth of microorganisms</li> <li>• displays of food, buffets</li> <li>• processes where food is required to be touched by hands</li> <li>• requirements for rethermalisation or defrosting.</li> </ul> <p>An awareness of the main types of safety hazards and contamination that may be found in a range of food types including:</p> <ul style="list-style-type: none"> <li>• eggs</li> <li>• dairy</li> <li>• meat and fish</li> <li>• fruit and vegetables.</li> </ul> <p>An understanding of the conditions for development of microbiological contamination.</p> <p>An awareness of customer groups with a high risk of harm from food contamination including:</p> <ul style="list-style-type: none"> <li>• children or babies</li> <li>• pregnant women</li> <li>• aged persons</li> <li>• people with immune deficiencies</li> <li>• people with allergies.</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<p>Knowledge of critical control points for a range of food types including</p> <ul style="list-style-type: none"> <li>• meat – raw or cooked</li> <li>• fish, fish paste and shellfish</li> <li>• cooked poultry</li> <li>• milk and milk products</li> <li>• desserts consisting of egg and milk.</li> </ul> <p>Knowledge of methods of control for critical control points including:</p> <ul style="list-style-type: none"> <li>• time controls</li> <li>• temperature controls.</li> </ul> <p>An awareness of a range of processes and procedures to prevent hazards and minimise risk.</p>
	<p>1.4 Complete any <i>food safety monitoring</i> processes and complete documents as outlined in the food safety program.</p>	<p><i>Food safety monitoring</i> may involve:</p> <ul style="list-style-type: none"> <li>• monitoring and recording temperature of cold and hot storage equipment</li> <li>• monitoring and recording food temperatures using a temperature probe</li> <li>• checking and recording that food is stored within appropriate time limits of receipt of goods</li> <li>• visual examination of food for quality review</li> <li>• bacterial swabs and counts</li> <li>• chemical tests.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of a range of methods that may be used to monitor food safety including:</p> <ul style="list-style-type: none"> <li>• monitoring and recording temperatures <ul style="list-style-type: none"> <li>– of cold and hot storage equipment</li> <li>– food temperatures using a temperature probe</li> </ul> </li> <li>• checking and recording that food is stored within appropriate time limits of receipt of goods</li> <li>• visual examination of food for quality review.</li> </ul> <p>An awareness of HACCP-based monitoring procedures and documentation including:</p> <ul style="list-style-type: none"> <li>• internal and external audits</li> <li>• dealing with problems</li> <li>• record keeping.</li> </ul> <p>Knowledge of how to calibrate, use and clean a temperature probe.</p>
	<p>1.5 Identify and report any practices that are inconsistent with the food safety program.</p>		<p><b>Learning experiences for the HSC must address:</b></p> <p>Knowledge of designated personnel in relation to hazard identification and control within the workplace/organisation.</p> <p>How and when to report.</p>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
	<p>1.6 Take any corrective actions within scope of job responsibility for <i>incidents where food hazards are found not to be under control</i>.</p>	<p><i>Incidents where food hazards are found not to be under control</i> may include:</p> <ul style="list-style-type: none"> <li>• food poisoning</li> <li>• customer complaints</li> <li>• misuse of single use items</li> <li>• stocks of out of date foodstuffs</li> <li>• spoiled or contaminated food</li> <li>• unclean equipment</li> <li>• existence of pests and vermin.</li> </ul>	<p>Appropriate person(s) including:</p> <ul style="list-style-type: none"> <li>• supervisor/team leader</li> <li>• manager</li> <li>• trainer</li> <li>• health and safety officer.</li> </ul> <p>An awareness of reporting procedures including:</p> <ul style="list-style-type: none"> <li>• formal/informal</li> <li>• verbal</li> <li>• written.</li> </ul> <p><b>Learning experiences for the HSC must address:</b></p> <p>Indicators that food hazards are not under control including:</p> <ul style="list-style-type: none"> <li>• food poisoning</li> <li>• customer complaints</li> <li>• misuse of single-use items</li> <li>• stocks of out-of-date foodstuffs</li> <li>• spoiled or contaminated food</li> <li>• unclean equipment</li> <li>• existence of pests and vermin.</li> </ul> <p>The importance of acting within level of authority in terms of:</p> <ul style="list-style-type: none"> <li>• taking initiative</li> <li>• problem-solving</li> <li>• decision-making.</li> </ul>
<p>2 Store food safely.</p>	<p>2.1 Select food storage conditions appropriate to the specific <i>food type</i>.</p>	<p><i>Food types</i> may include:</p> <ul style="list-style-type: none"> <li>• eggs</li> <li>• dairy</li> <li>• meat and fish</li> <li>• fruit and vegetables</li> <li>• dried goods</li> <li>• frozen goods.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>Knowledge of the features and characteristics of a range of food storage environments including:</p> <ul style="list-style-type: none"> <li>• dry storage</li> <li>• cold storage</li> <li>• freezer.</li> </ul>
	<p>2.2 Store food in the appropriate environmental conditions so that it is protected from contamination and to ensure its freshness, quality and appearance.</p>		<p>An understanding of criteria for the selection of storage conditions for a range of food types including:</p> <ul style="list-style-type: none"> <li>• eggs</li> <li>• dairy</li> <li>• meat and fish</li> <li>• fruit and vegetables</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
	2.3 Store food at appropriately controlled temperatures and ensure that any frozen items remain frozen during storage.		<ul style="list-style-type: none"> <li>• dried goods</li> <li>• frozen goods.</li> </ul> <p>The storage conditions for each food type including:</p> <ul style="list-style-type: none"> <li>• properties and characteristics of food <ul style="list-style-type: none"> <li>- frozen</li> <li>- fresh</li> <li>- cooked</li> </ul> </li> <li>• temperature ranges</li> <li>• storage times</li> <li>• specific storage areas for food types</li> <li>• stock rotation.</li> </ul>
3 Prepare food safely.	3.1 Prepare food in a safe manner to ensure that it is protected from contamination.		<p><b>Learning experiences for the HSC must address:</b></p> <p>Knowledge of safe and hygienic work practices and procedures including:</p> <ul style="list-style-type: none"> <li>• personal hygiene</li> <li>• safe and hygienic handling of food and beverages</li> <li>• regular hand washing</li> <li>• correct food storage</li> <li>• suitable dress and personal protective equipment and clothing</li> <li>• avoidance of cross-contamination <ul style="list-style-type: none"> <li>- hygienic cleaning practices</li> <li>- use of cleaning equipment, clothes and materials</li> </ul> </li> <li>• safe handling and disposal of linen and laundry</li> <li>• appropriate handling and disposal of garbage</li> <li>• cleaning and sanitising</li> <li>• following the workplace/organisation's food safety program.</li> </ul>
	3.2 Use cooling and heating processes that will not adversely affect the microbiological safety of the food.		
	3.3 Monitor temperature of food throughout the preparation process to achieve microbiological safety of the food at all times.		<p><b>Learning experiences for the HSC must address:</b></p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• temperature danger zone for the main food types</li> <li>• two-hour and four-hour rule</li> <li>• appropriate temperature levels for methods of food storage, production, display and service.</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
	<p>3.4 <i>Ensure the safety of food prepared, served and sold to customers under other conditions.</i></p>	<p><i>Food prepared, served and sold to customers under other conditions</i> may involve:</p> <ul style="list-style-type: none"> <li>• displaying any type of food for self service, such as: <ul style="list-style-type: none"> <li>- buffets</li> <li>- salad bars</li> <li>- condiments</li> <li>- tea and coffee</li> </ul> </li> <li>• providing drink dispensing equipment</li> <li>• pre packaging food items</li> <li>• displaying and selling pre packaged food.</li> </ul> <p><i>Ensuring the safety of food served and sold to customers under other conditions</i> may involve:</p> <ul style="list-style-type: none"> <li>• supervising the display of food to prevent contamination by customers</li> <li>• removing contaminated food without delay</li> <li>• providing separate serving utensils for each dish</li> <li>• providing protective barriers</li> <li>• displaying food under temperature control</li> <li>• using packaging materials suitable for use on the particular foodstuff</li> <li>• ensuring that packaging is not damaged during packaging or display process</li> <li>• ensuring that damaged packaging does not allow contamination.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of a range of conditions under which food may be prepared, served and sold to customers and their particular food safety hazards including:</p> <ul style="list-style-type: none"> <li>• self service <ul style="list-style-type: none"> <li>- buffets</li> <li>- salad bars</li> <li>- condiments</li> <li>- tea and coffee</li> </ul> </li> <li>• providing drink dispensing equipment</li> <li>• prepackaging food items</li> <li>• displaying and selling prepackaged food.</li> </ul> <p>Workplace/organisation policies and procedures to ensuring the safety of food served and sold to customers under a range of conditions including:</p> <ul style="list-style-type: none"> <li>• supervising the display of food to prevent contamination by customers</li> <li>• removing contaminated food immediately</li> <li>• providing separate serving utensils for each dish</li> <li>• providing protective barriers</li> <li>• displaying food under temperature control</li> <li>• packaging <ul style="list-style-type: none"> <li>- suitable for use on the particular foodstuff</li> <li>- ensuring it is not damaged during packaging or display process</li> <li>- ensuring that damaged packaging does not allow contamination.</li> </ul> </li> </ul>
<p>4 Provide safe single use items.</p>	<p>4.1 Store, display and provide single use items so that they are protected from damage and contamination.</p>		<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of a range of single-use items including:</p> <ul style="list-style-type: none"> <li>• disposable products <ul style="list-style-type: none"> <li>- cutlery</li> <li>- plates, mugs, cups and bowls</li> </ul> </li> <li>• individually packaged products <ul style="list-style-type: none"> <li>- sugars</li> <li>- condiments</li> <li>- jams and spreads</li> <li>- serves of coffee, tea and whitener</li> </ul> </li> <li>• face wipes and serviettes.</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
	4.2 Do not re use <i>items intended for single use</i> .	<p><i>Items intended for single use</i> may include:</p> <ul style="list-style-type: none"> <li>• disposable cutlery, e.g. plastic or wooden spoons or stirrers</li> <li>• disposable plates, mugs, cups and bowls</li> <li>• individually packaged sugars</li> <li>• individually packaged condiments, e.g. tomato sauce</li> <li>• individually packaged jams and spreads</li> <li>• individually packaged serves of coffee, tea and whitener</li> <li>• face wipes and serviettes.</li> </ul>	<p>Knowledge of appropriate storage and display facilities.</p>
5. Maintain a clean environment.	5.1 Clean and sanitise equipment, surfaces and utensils used during food handling process.		<p><b>Learning experiences for the HSC must address:</b></p> <p>An understanding of the difference between cleaning and sanitising and the purpose of each.</p> <p>Knowledge of appropriate cleaning practices for:</p> <ul style="list-style-type: none"> <li>• food preparation areas</li> <li>• stores areas</li> <li>• public areas</li> <li>• equipment and utensils</li> <li>• a range of surfaces.</li> </ul> <p>Workplace/organisation processes and procedures to clean and maintain equipment including:</p> <ul style="list-style-type: none"> <li>• removal of <ul style="list-style-type: none"> <li>- food waste</li> <li>- grease</li> <li>- dirt</li> <li>- animal or pest waste</li> </ul> </li> <li>• cleaning of affected area</li> <li>• recalibration of measurement and temperature controls.</li> </ul> <p>Appropriate selection and use of cleaning and sanitising equipment and materials.</p> <p>Role of food handlers in maintaining appropriate workplace hygiene:</p>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<ul style="list-style-type: none"> <li>• following cleaning schedules</li> <li>• maintenance of kitchen utensils, equipment and food service items</li> <li>• storage of kitchen utensils, equipment and food service items.</li> </ul>
	<p>5.2 Use appropriate containers and do not allow the accumulation of garbage and recycled matter.</p>		<p><b>Learning experiences for the HSC must address:</b></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"> <li>• waste bins</li> <li>• waste disposal units</li> <li>• recycling units</li> <li>• compactors.</li> </ul>
	<p>5.3 Identify and report any equipment that requires cleaning or <i>maintenance to ensure its cleanliness and safe operation</i>.</p>	<p><i>Maintenance to ensure cleanliness and safe operation of equipment</i> may involve:</p> <ul style="list-style-type: none"> <li>• removal of food waste</li> <li>• removal of grease</li> <li>• removal of dirt</li> <li>• removal of animal or pest waste and cleaning of affected area</li> <li>• recalibration of measurement and temperature controls.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of the importance of and the procedures for maintaining equipment in accordance with manufacturers' instructions.</p> <p>An awareness of the procedures for reporting faults.</p> <p>Personnel to whom problems should be reported:</p> <ul style="list-style-type: none"> <li>• supervisor/manager</li> <li>• supplier/manufacturer.</li> </ul>
	<p>5.4 Dispose of any chipped, broken or cracked eating, drinking or food handling utensils or report these if disposal is outside scope of responsibility.</p>		
	<p>5.5 Take measures within scope of responsibility to ensure food handling areas are free from animals and pests and report any incidents of animal or pest infestation.</p>		<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of vermin control including pest control procedure for:</p> <ul style="list-style-type: none"> <li>• rats and mice</li> <li>• flies</li> <li>• cockroaches.</li> </ul>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			An understanding of employer and employee responsibilities for: <ul style="list-style-type: none"> <li>• regular cleaning procedures</li> <li>• reporting of pest control issues.</li> </ul>
6 Dispose of food safely.	6.1 Mark and keep separate from other foodstuffs any <i>food identified for disposal</i> until disposal is complete.	<i>Food identified for disposal</i> may be: <ul style="list-style-type: none"> <li>• subject to recall</li> <li>• not safe, or suspected of not being safe, for consumption</li> <li>• destroyed</li> <li>• disposed of so that it cannot be used for human consumption</li> <li>• returned to supplier.</li> </ul>	<b>Learning experiences for the HSC must address:</b> An awareness of a range of reasons that may require the disposal of food including: <ul style="list-style-type: none"> <li>• recall</li> <li>• not safe, or suspected of not being safe, for consumption.</li> </ul> Knowledge of methods for the disposal of food including: <ul style="list-style-type: none"> <li>• destroyed</li> <li>• disposed of so that it cannot be used for human consumption</li> <li>• returned to supplier.</li> </ul>
	6.2 Dispose of food promptly to ensure no cross contamination of other foodstuffs.		