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Competency Descriptor:

This unit deals with the organisational process required to organise Food Service operations.

Competency Field:

Hospitality

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Plan kitchen for food production	1.1 Quantities are determined and calculated accurately according to recipes and specifications. 1.2 Food items are ordered in correct quantities for requirements. 1.3 A jobs checklist for food and equipment is prepared which is appropriate to the situation, clear and complete. 1.4 A work schedule for the relevant section of kitchen is designed to maximise teamwork and efficiency.
2. Organise food production	2.1 Preparation and service of orders for the relevant section of the kitchen are organised to enable smooth work flow and minimise delays. 2.2 Dishes are sequence controlled to enable smooth work flow and minimise delays. 2.3 Quality control is exercised at all stages of preparation and cooking to ensure that presentation, design, eye appeal and portion size of menu items are to required standards.
3. Ensure smooth work flow	3.1 Appropriate procedures are put into place to ensure that receiving and storing as well as cleaning procedures are correctly followed.

**RANGE STATEMENTS**

This unit applies to all catering operations where food and related services are provided

Menus may include but not limited to:

- a la carte
- set (table d'hote)
- cyclical
- function

## EVIDENCE GUIDE

Competency is to be demonstrated by efficiently organise food service operations in accordance with the performance criteria and the range listed within the range of variables statement.

### (1) Critical Aspects of Evidence

- evidence should include a demonstrated ability to efficiently organise food service operations to enterprise standards

### (2) Pre-requisite Relationship of Units

It is recommended that this unit be assessed either in conjunction with or after the following units:

- THHCFP0221A Organise and prepare food

### (3) Underpinning Knowledge and Skills

#### Knowledge

Knowledge of:

- organisational skills and teamwork
- safe work practices particularly in relation to bending and lifting
- nutrition principles which relate to each system
- principles of nutrition, in particular the effects of cooking on the nutritional value of food
- culinary terms commonly used in the enterprise
- principles of occupational health and safety
- hygiene codes
- HACCP
- principles and practices of hygiene
- logical and time efficient work flow
- inventory and stock control systems
- purchasing, receiving, storing, holding and issuing procedures
- costing, yield testing, portion control
- historical development of menus, modern trends in menus

#### Skills

The ability to:

- determine and calculate quantities according to recipes and specifications
- order food items
- prepare A mise en place list for food and equipment
- design work schedule and work flow plan for kitchen operations
- organise preparation and service of orders
- sequence and controlled dishes
- exercise quality control
- monitor receiving and storing as well as cleaning procedures
- select cooking systems
- prepare and serve specialist recipes

**(4) Resource Implications**

The following resources should be made available:

- food preparation and presentation areas

**(5) Method of Assessment**

Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team. Competencies in this unit may be determined concurrently. Assessment must be in accordance with the performance criteria.

**(6) Context of Assessment**

Assessment should include practical demonstration either in the workplace or through a simulation. This should be supported by a range of methods to assess underpinning knowledge.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 3	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 3	
Work with others and in team	Level 3	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 2	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**THHCFP0413A: Organise bulk cooking operations**

Competency Descriptor:

This unit deals with the organisational process required to organise bulk-cooking operations.

Competency Field:

Hospitality

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Plan kitchen operations	1.1 Quantities are determined and calculated accurately according to recipes and specifications. 1.2 Food items are ordered in correct quantities for requirements. 1.3 A mise en place list for food and equipment is prepared which is appropriate to the situation, clear and complete. 1.4 Work schedule and work flow plans for the relevant section of kitchen are designed to maximise teamwork and efficiency.
2. Organise production of menus	2.1 Preparation and service of orders for the relevant section of the kitchen are organised to enable smooth work flow and to minimise delays. 2.2 Dishes are sequence controlled to enable smooth workflow and minimise delays. 2.3 Quality control is exercised at all stages of preparation and cooking to ensure that presentation, design, eye appeal and portion size of menu items are to required standards. 2.4 Appropriate procedures are put into place to ensure that receiving and storing as well as cleaning procedures are correctly followed.
3. Select cooking systems	3.1 Specific requirements for installation are assessed. 3.2 Advantages and reasons for the chosen system are considered carefully. 3.3 The production changes required to reflect the system are taken into account. 3.4 Sound knowledge about the equipment used in the chosen system is taken into account when selecting a system. 3.5 Appropriate equipment is utilised to assist cooking operations.

4. Use preparation and cooking techniques appropriate to the system
- 4.1 Menu items are compatible with the type of system chosen.
  - 4.2 Specialist recipes are prepared and served taking into account the type of food service system.
  - 4.3 Food is prepared using methods, which take into account the effects of different methods of preparation on nutrition quality and structure.

## RANGE STATEMENTS

This unit applies to all catering operations where food and related services are provided.

Bulk cooking systems may include but is not limited to the following:

- fresh cook
- cook chill - 5 day
- cook chill - extended life
- cook freeze

## EVIDENCE GUIDE

Competency is to be demonstrated by efficiently organise bulk cooking operations in accordance with the performance criteria and the range listed within the range of variables statement.

### (1) Critical Aspects of Evidence

- evidence should include a demonstrated ability to efficiently organise bulk-cooking operations to enterprise standards

### (2) Pre-requisite Relationship of Units

It is recommended that this unit be assessed either in conjunction with or after the following units:

- THHCFP0221A Organise and prepare food
- THHCFP0231A Present food

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- fresh cook
- cook chill - 5 day life
- cook chill - extended life
- cook freeze
- organisational skills and teamwork
- safe work practices particularly in relation to bending and lifting
- nutrition principles which relate to each system
- principles of nutrition, in particular the effects of cooking on the nutritional value of food
- culinary terms commonly used in the enterprise
- principles of occupational health and safety
- hygiene codes
- HACCP
- principles and practices of hygiene
- logical and time efficient work flow
- inventory and stock control systems
- purchasing, receiving, storing, holding and issuing procedures
- costing, yield testing, portion control
- historical development of menus, modern trends in menus

Skills

The ability to:

- determine and calculate quantities according to recipes and specifications
- order food items
- prepare A mise en place list for food and equipment
- design work schedule and work flow plan for kitchen operations
- organise preparation and service of orders
- sequence and controlled dishes
- exercise quality control
- monitor receiving and storing as well as cleaning procedures
- select cooking systems
- prepare and serve specialist recipes

**(4) Resource Implications**

The following resources should be made available:

- food preparation and presentation areas

**(5) Method of Assessment**

Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team. Competencies in this unit may be determined concurrently. Assessment must be in accordance with the performance criteria.



**(6) Context of Assessment**

Assessment should include practical demonstration either in the workplace or through a simulation. This should be supported by a range of methods to assess underpinning knowledge.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 3	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 3	
Work with others and in team	Level 3	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 2	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**THHCAT0673A: Package prepared foodstuffs**

Competency Descriptor:

This unit refers to the packaging of prepared foodstuffs for transport from one location to another.

Competency Field:

Hospitality

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Ensure food is suitable for packaging, storage and transportation	1.1 Food meets requirements prior to packaging in terms of: <ul style="list-style-type: none"> <li>• quality</li> <li>• shelf-life</li> <li>• microbiological condition</li> <li>• portion control</li> </ul>
2. Select packaging appropriate to specific food	2.1 Packaging materials selected are: <ul style="list-style-type: none"> <li>• non-contaminating</li> <li>• appropriate dimensions for selected food</li> <li>• visually appropriate to functional need</li> <li>• capable of protecting food from damage</li> <li>• environmentally appropriate</li> <li>• stackable and transportable</li> </ul>
3. Package food according to needs	3.1 Hygiene, safety and local health regulations requirements are met.  3.2 Environmental requirements for the food packaging area are observed, including: <ul style="list-style-type: none"> <li>• temperature control</li> <li>• humidity</li> </ul> 3.3 Appropriate packaging procedures are adopted according to enterprise specifications.  3.4 Label foods according to Jamaica Bureau of standards regulations.

## RANGE STATEMENTS

This unit applies to all establishments where food is prepared and served.

This unit applies to all catering operations where food and related services are provided and includes the following establishments/operations:

- educational institutions
- cafeterias/canteens/cafes/gourmet food
- shops
- fast food outlets
- health establishments
- corrective services
- residential catering
- in-flight catering
- transport catering
- events catering
- private catering

The type of packaging used will vary according to the enterprise needs and the type of food being packaged

## EVIDENCE GUIDE

Competency is to be demonstrated by effectively package prepared foodstuffs in accordance with the performance criteria and the range listed within the range of variables statement.

### (1) Critical Aspects and Evidence

Knowledge and understanding is required of:

- hygiene and food safety regulations
- the characteristics of packaging materials
- portion control
- functional design requirements for food packaging areas
- local health regulations pertaining to food production and packaging
- evidence is required of ability to interpret and implement enterprise specifications for food packaging

### (2) Pre-requisite Relationship of Units

- Nil

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- organisational skills and teamwork
- safe work practices that must be demonstrated, in particular in relation to bending and lifting
- culinary terms commonly used in the enterprise
- principles and practices of hygiene
- logical and time efficient work flow
- inventory and stock control systems
- purchasing, receiving, storing, holding and issuing procedures
- quality
- shelf-life
- microbiological condition
- portion control
- Packaging materials
- local health regulations requirements
- environmental requirements for the food packaging

Skill

The ability to:

- ensure food is suitable for packaging
- ensure food is suitable for storage
- ensure food is suitable for transportation
- select packaging
- adopt appropriate packaging procedures
- label foods

**(4) Resource Implications**

The following resources should be made available:

- food preparation and presentation areas

**(5) Method of Assessment**

Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Assessment must be in accordance with the performance criteria.

**(6) Context of Assessment**

This unit must be assessed on-the-job. Where this is not practicable it may be assessed through simulations and case studies.



















**(4) Resource Implications**

The following resources should be made available:

- food service environment (actual enterprise or simulation)

**(5) Method of Assessment**

Competency shall be assessed through case study analysis and/or theory tests.

Assessment must be in accordance with the performance criteria.

**(6) Context of Assessment**

This unit may be assessed either on or off-the-job.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>• Carries out established processes</li> <li>• Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Manages process</li> <li>• Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes principles and procedures</li> <li>• Evaluates and reshapes process</li> <li>• Establishes criteria for evaluation</li> </ul>

Collect, analyse and organise information	Level 3	
Communicate ideas and information	Level 3	
Plan and organise activities	Level 3	
Work with others and in team	Level 3	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 2	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.