Title:	Working in Catering
Level:	Entry Level 3
Credit value:	3
GLH	30
Unique Reference Number:	L/650/0911
Aim:	The aim of this unit is to provide learners with a basic knowledge of catering duties, procedures and equipment, and catering safety skills required for employment and/or career progression in the hospitality sector.
Assessment	Assessment of this unit will be through the completion of a learner workbook and observation of practical tasks.

Learning outcomes
The learner will:

1. Know duties, procedures and requirements for working in catering.

Delivery content:

The aim of this learning outcome is to provide learners with knowledge of the duties, procedures and requirements relevant to working in catering.

The learner must:

- Identify **duties** for working in catering.
- State workplace requirements about:
  - **Personal presentation**
  - Timekeeping and attendance
  - Behaviour towards others.
- State why it is important to follow workplace **procedures**.

2. Know types of equipment used in a catering workplace.

Delivery content:

The aim of this learning outcome is to provide learners with knowledge of types of equipment used in a catering workplace.

The learner must:

- Name **equipment** used in a catering workplace.
- Identify which equipment to use for **basic catering tasks.**

3. Be able to use equipment **safely** in a catering workplace.
Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to be able to use equipment safely in a catering workplace. The learner must be able to: • Carry out activities, using equipment in a catering workplace **safely**.
4. Be able to clean and store different types of equipment in a catering workplace.
Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to be able to store different types of equipment in a catering workplace. The learner must be able to: • **Clean equipment** safely in a catering workplace after use. • **Store equipment** safely in a catering workplace after use.

Scope of Training

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

Scope of Assessment

Requirements	
Duties (including but not limited to)	• Preparing food • Setting up tables • Food service • Cleaning down • Creating menus • Cooking food • Using/cleaning/storing equipment • Storing food • Waste disposal
Personal presentation	• Clean hands/nails • Hair tied back or hair net

(including, but not limited to)	• Suitable clothes/Catering uniform
	  ○ Apron
	  ○ Non-slip shoes
	  ○ No loose clothing
	  ○ Personal Protective Equipment

Procedures	• Health and safety • Turn off power/energy supply • Select correct cleaning products • Disassemble equipment/reassemble basic equipment (e.g. electric whisk) • Complete relevant documentation • Store correctly and safely
Equipment in a catering workplace (including but not limited to)	<u>Large catering equipment:</u> • Food storage: freeze, fridge freezer, cupboard • Food preparation: tables, sinks • Food cooking: stoves, ranges, ovens, steamers, deep fat fryers. Griddle • Cleaning: sinks, dishwasher, food waste disposer <u>Small kitchen equipment and hand tools</u> • Food preparation: knives, small hand-held kitchen equipment, bowls, chopping boards, • measuring equipment, weighing scales, whisks, food processor, sieves • Food cooking: pots, pans, baking sheet, cooling rack, cake tins
Basic catering tasks (including but not limited to)	• Food preparation (e.g. washing, cutting, measuring) • Cleaning equipment • Storing food and equipment
Safely	• Induction and training • Personal protective equipment • Safe food handling/food safety • Personal hygiene
Clean equipment	• Cleaning methods • Suitable cleaning product • Personal and equipment safety
Store equipment	• Storage options • Checking for damage • Checking amounts of each item of equipment • Personal and equipment safety