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| Title | **Supervise the kitchen section** |
| Level | **3** | **Credits** | **6** |

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| Purpose | The aim of this module to develop knowledge, skill and understanding to supervise the section. |

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| Classification ISCED | 1013 Hotel, restaurants and catering |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B1- Ensure the kitchen section prepares, cooks and presents food effectively in the section****Overview**This Competency Standard is about managing a team of section cooks and ensuring that the dishes they produce meet the organizational requirements and are presented on time. | P1- Brief and direct associates in their section in preparing, cooking, and presenting culinary dishesP2- Supervise the preparation, cooking and finishing procedures in his/her specific section of the kitchenP3- Ensure that the preparation, cooking and finishing procedures are completed within organizational time expectationsP4- Ensure that dishes are presented for service at the right timeP5- Ensure that associates keep and maintain the work area neat and clean at all timesP6- Oversee the preparation, cooking, and presentation of dishes in a food outletP7- Ensure that health and hygiene standards in the kitchen are adhered to at all timesP8- Deal with any problems that may arise in the specific section of his / her kitchen. | K1- Understand operational knowledge and kitchen production.K2- Describes operational knowledge and understanding of current and future requirements of businessK3-Manage the kitchen operation within proper mention time.K4-Monitor the recipe production,presentation and service as per menu description.K5-Manage all cleaning procedure in the kitchen during and after work as per standard.K6- Round and check that the preparation, cooking and finishing procedures are carried out properly in his/her specific section of the kitchen.K7- Monitor that the preparation, cooking and finishing procedures are completed within organizational time expectationsK8-Apply all health and hygiene standards in the kitchen.K9- Handle the problems that may arise in the specific section of his / her kitchen. |

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| **B2 Ensure the kitchen Section opens and finalizes the shift effectively****Overview**This Competency Standard is about making sure the section is ready for the beginning of a shift and, at the end of a shift, all procedures are completed to finalize the work of the team and, if required, hand over to the next shift. | P1- Ensure that all associates arrive for duty at the prescribed timeP2- Ensure that all associates are wearing appropriate protective clothing in line with organizational requirementsP3- Ensure that all associates have checked that all equipment is in good working orderP4- Ensure that all associates have checked that the food they will prepare is of the type, quality and quantity requiredP5- Ensure that all associates clear work area of equipment and food productsP6- Ensure that all associates clean and sanitize all equipment and surfacesP7- Ensure that all associates return all surplus food, equipment and materials to the appropriate departmentP8- Ensure that all associates hand over to next shift if appropriate. | K1-Aware of operational knowledge, staff duty roaster and kitchen production.K2-Organize pre-shift meeting of all staff and check that all associates are fully prepared at the start of the shift.K3- Describe operational knowledge and understanding of current and future requirements of business.K4-Check duty roaster and any sickness, other absence and holiday entitlementsK5-Verify the production area that all associates finalize the shift correctly and efficientlyK6-Describe the standard operating procedures for the department and sectionK7-know about national and locals laws concerning international hygiene standards, HACCP standards, local food & safety preparation laws. |
| **B3&4- Ensure that kitchen section team follows health and safety requirements****Overview** | P1- Ensure that all associates are aware of health and safety requirements in line with organizational requirementsP2- Ensure that associates identify any hazards or potential hazards and deal with these correctlyP3- Ensure that associates report any accidents or near accidents quickly and accurately to the | K1- Improve standard by working in a healthy, safe and hygienic wayK2- Conduct fifteen minutes briefing with quality assurance manager to get information about health, hygiene and safety in your workplaceK3- Identify types of hazards that may find in workplace and handle l with these correctly |

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| This Competency Standard is about ensuring safety and security in your workplace – making sure that the section team is aware of and is following health and safety requirements in line with organizational requirements | proper personP4- Ensure that associates follow health, hygiene and safety procedures in all your workP5- Ensure that associates practice emergency procedures correctlyP6- Ensure that associates follow your organization’s security procedureP7- Complete records as required to demonstrate that section team follows health and safety requirements. | K4- Explains all hazards you can deal with yourself and hazards that you must report to someone else.K5- Give detail and warn other people about hazards that why this is important.K6- Develop all types of emergencies that may happen in your workplace and define procedure to deal with these.K7- Mention the locality of first aid treatment box and person who is acting as first-aider is in your workplaceK8- Explain other ways of working safely that are relevant to your job and why these are importantK9- Display precaution measurement and possible causes of fire in your workplaceK10- Train people / staff to minimize the risk of fire K11- Exploit the locality of fire alarms.K12- Prepare the staff mentally and design all paths to approach a fire unless it is safe to do.K13- Avoid from any accident it is important to follow fire safety laws.K14-Highlight all important issues and report all usual/non- routine incidents to the appropriate personK15- Define all responsibilities under the health and safety at work actK16- Describe Safe lifting and handling techniques that you must follow |

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|  |  | K17-Write detail of happen accidents and near accidents and report these too concerned department through your seniors.K18- Develop all emergency procedures, in particular for fire, and way you should follow these.K19- Understand Your organization’s security procedures and why these are importantK20- Develop correct procedures for dealing with customer property |