

**Specification of Competency Standards**  
**for the Catering Industry**  
**Unit of Competency**

Functional Area - Professional Skills for the Production Section

Title	Control stock and inventory (food storage and rotation)
Code	108433L2
Range	This unit of competency is applicable to all catering food production practitioners. Ensuring food freshness is an integral part in all food safety procedure in a restaurant. Applying simple food rotation system can minimize the amount of stock held in storage which in turn can save time, money and significantly reduce the amount of food waste from spoilage. This UoC concerns competences for following procedures to perform control food stock and inventory regarding storage and rotation in the restaurant's kitchen.
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge for storage and rotation</p> <ul style="list-style-type: none"> <li>• Possess basic knowledge of food stock rotation methods and its advantages and disadvantages. Such as: <ul style="list-style-type: none"> <li>○ First in last out (FILO)</li> <li>○ Last in first out (LILIFO)</li> <li>○ First in First out (FIFO)</li> </ul> </li> <li>• Possess basic knowledge of the establishment's inventory procedures</li> <li>• Possess basic knowledge and skills to operate the establishment's food inventory recording system. For examples: <ul style="list-style-type: none"> <li>○ Paper list</li> <li>○ Excel file</li> <li>○ Electronic food inventory management system</li> </ul> </li> <li>• Possess basic knowledge of and skills in food rotation labeling (marking) system and procedures</li> <li>• Possess basic knowledge of where, what and how food should be stored. For example, fresh food stored in walk-in refrigerator: <ul style="list-style-type: none"> <li>○ Goods are properly arranged (separating cooked and raw food)</li> <li>○ Stored in proper containers (sealed)</li> <li>○ Minimum of 6 inches from the floor to prevent contamination from pests, condensation or spills</li> <li>○ Appropriate temperature</li> <li>○ Etc.</li> </ul> </li> <li>• Possess basic knowledge of the importance of stock and inventory rotation</li> </ul> <p>2. Conduct inventory rotation:</p> <ul style="list-style-type: none"> <li>• Comprehend and familiarized familiarize with the establishment's food inventory and rotation procedures</li> <li>• Determine the schedule for inventory rotation <ul style="list-style-type: none"> <li>○ Daily (start of day or close of business)</li> <li>○ Before delivery of new goods</li> </ul> </li> <li>• Perform pre-inventory procedures: <ul style="list-style-type: none"> <li>○ Clean out and organize storage areas</li> <li>○ Identify enough space for storing the food</li> <li>○ Throw away items that have expired</li> <li>○ Arrange similar items to the same shelf</li> <li>○ Make sure storage area is at appropriate temperature according to different types of food</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Perform general tidy up and cleaning</li> <li>● Follow the establishment's procedures in performing inventory count and rotation of food stock</li> <li>● Move older goods to the front of shelves so they can be used first if applying FIFO principle</li> <li>● Perform labelling and update records according to the establishment's procedures</li> <li>● Report any inconsistencies inconsistency or abnormalities</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>● Follow the organization or kitchen rules to maintain cleanliness of equipment and environment</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>● Comprehend the establishment's inventory and food stock rotation procedures to assist the establishment to perform food stock control effectively and reduce food wastage</li> <li>● Perform pre-inventory procedures effectively and able to identify and remove expired stocks to prevent violate food safety requirement.</li> <li>● Label or mark new stock as well as place store them storage appropriately in accordance to the establishment's procedures</li> <li>● Identify any inconsistencies inconsistency with the expected inventory and report it to appropriate person</li> </ul>
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