

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Unit of Competency is applicable across different functional areas

Title	Distribute Meals
Code	106202L1
Range	This Unit of Competency is applicable to employees working in the elderly care service industry whose daily or routine duties include serving meals to elderlies. Employees are required to distribute meals to them safely and meticulously according to the relevant requirements and nursing guidelines of the institution.
Level	1
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge on elderly diet and food hygiene</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Understand the guidelines and procedures of the institution in terms of meal distribution • Understand the dietary needs of the elderly • Understand knowledge related to food hygiene, such as: <ul style="list-style-type: none"> ○ Know the temperatures for storing food and shelf life of food at such temperatures ○ Store and handle raw and cooked food separately ○ Avoid coughing and sneezing over food • Understand basic knowledge in distributing and serving meals, such as: <ul style="list-style-type: none"> ○ Ensure cleanliness of the environment ○ Keep utensils clean ○ Pay attention to personal hygiene; wear gloves, masks and hats when distributing meals ○ Use assistive tools when appropriate to ensure occupational safety such as oven mitts, tongs and scissors ○ Use kitchen tools and equipment properly, such as water kettle, meal trolley and blender <p>2. Meal Distribution</p> <ul style="list-style-type: none"> • According to elderlies' dietary needs, distribute meals in appropriate portion sizes, such as: <ul style="list-style-type: none"> ○ Distribute the required portion sizes according to doctor's or dietitian's instructions ○ Distribute special meals to elderlies with chronic diseases such as chronic kidney disease, chronic liver disease, diabetes, and gout ○ Pay attention to what food items patients with certain chronic diseases should eat and avoid • According to the requirements and prescribed procedures of the institution, deliver meals to elderlies, such as: <ul style="list-style-type: none"> ○ Distribute meal at designated time ○ Ensure the food is at the right temperature for safe consumption ○ Ensure the level of hygiene is up to standards ○ Distribute meals according to the pre-set order of priority ○ Adjust portion sizes appropriately • In case of unexpected situations when distributing meals, for instance, an elderly complaining about the portion size or the taste of a meal, employees should respond politely and report to his supervisor for follow-up action and possible improvements

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Unit of Competency is applicable across different functional areas

	<p>3. Exhibit professionalism</p> <p>Be able to:</p> <ul style="list-style-type: none">• Co-operate with colleagues to distribute dinnerware efficiently• Distribute meals to elderlies meticulously according to the nursing guidelines• Provide friendly service and display good manner when distributing meals to elderlies
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none">• Ability to follow guidelines and procedures of the institution to distribute meals meticulously and safely; and• Ability to distribute meals efficiently with friendly service and good manner.
Remark	