

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Store Operations

Title	Implement hygiene procedures
Code	105116L1
Range	This unit of competency (UoC) is applicable in retail-related workplace. It involves daily routine operations. It covers the abilities to follow the code of practice for personal hygiene to implement general sterilization and cleaning according to the organization's hygiene procedures and guidelines.
Level	1
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of public health</p> <ul style="list-style-type: none"> • Know about the concept of infectious diseases and the principles of preventing and controlling them • Understand the importance of maintaining the hygiene of store • Know about the organization's established hygiene procedures and measures, e.g.: <ul style="list-style-type: none"> • Personal hygiene of employees • Food hygiene (including storage and handling of food) • Environmental hygiene and purification • Hygiene of devices and equipment, etc. • Understand the types of infectious diseases and their preventive measures <ul style="list-style-type: none"> • Food poisoning and contamination, e.g. salmonella • Harm caused by insects (e.g. mosquitoes, cockroaches), e.g. Dengue fever • Harm caused by bacteria and viruses, e.g. H5N1 avian influenza, severe acute respiratory syndrome (SARS), Hepatitis, etc. • Know about sterilization methods and procedures applicable in the retail industry e.g. disinfectants and bleach • Understand the existing legislations and guidelines related to public health and occupational safety and health, e.g.: <ul style="list-style-type: none"> • Occupational Safety and Health ordinance • Food safety Ordinance • Public Health and Municipal Services Ordinance <p>2. Implement hygiene procedures</p> <ul style="list-style-type: none"> • Follow the organization's established hygiene procedures and measures during daily operations to prevent the spread of infectious disease, including: <ul style="list-style-type: none"> • Personal hygiene <ul style="list-style-type: none"> • Hand washing skills • Steps of wearing and removing personal protective equipment (e.g. facial mask) • Maintain etiquette when coughing • Specific requirements for food handling employees on personal hygiene • Hygiene of workplace and equipment <ul style="list-style-type: none"> • Hygiene of displays, e.g. keeping the shelves clean and packages of products intact (particularly for food) • Hygiene of premises, e.g. ventilation system, room temperature, etc. • Food hygiene, e.g. storage, handling and expiry date of raw and cooked food • Hygiene of equipment and devices • Promptly report to the higher level when a serious hygiene problem occurs in order to ensure that effective measures for prevention are carried out or reports are made to statutory bodies in a timely manner <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Strictly follow public health ordinances and guidelines in daily operations
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Follow related hygiene ordinances and the organization's established code of practice for personal and work hygiene in daily operations to ensure the cleanliness and hygiene of workplace and facilities in order to prevent the spread of infectious disease.
Remark	