

# Specification of Competency Standards of the Retail Industry

## Unit of Competency

### Functional Area: Specific Product Knowledge

Title	Maintain food safety
Code	105710L2
Range	This unit of competency (UoC) is applicable to food sales staff. It involves the basis understanding of food safety guidelines. It covers the abilities to implement the practice set by the organization and the safety guidelines legally required so as to ensure that the food sold is safe to eat.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of food safety</p> <ul style="list-style-type: none"> <li>• Understand the organization food safety guidelines and measures, including: <ul style="list-style-type: none"> <li>• Personal hygienic practices</li> <li>• Dress code for handling food, e.g. use of apron, mask, etc.</li> <li>• Tools generally used for handling food, e.g. gloves or pliers</li> <li>• Hygienic requirements for food container</li> <li>• Keeping the working area clean</li> <li>• Gathering and handling food sediment</li> <li>• Pest prevention</li> </ul> </li> <li>• Understand the personal role and responsibility from handling raw food to the end product and the consequences caused by undesirable hygienic treatment</li> <li>• Understand the basic principles for handling food and maintaining hygiene, including: <ul style="list-style-type: none"> <li>• Storage methods for different food</li> <li>• Handling methods for different food, e.g.: raw meat should be chilled, cooked food should be kept above 60°C or below 4°C, etc.</li> <li>• Methods to reduce contamination and waste of food</li> <li>• Sources of food contamination and food safety hazards, e.g. bacteria growth</li> <li>• Causes of food deterioration, contamination or cross-contamination</li> <li>• Environmental requirements, e.g. keeping an appropriate temperature and humidity</li> </ul> </li> <li>• Understand the basic information and requirements for the organization on selling food, including: <ul style="list-style-type: none"> <li>• Requirements for the placement of food, e.g. on the shelf or in the refrigerator</li> <li>• “Best before” date</li> <li>• Handling method after selling</li> </ul> </li> <li>• Understand the food safety ordinances and regulatory guidelines imposed by the government and other regulators, e.g. Food Safety Ordinance</li> </ul>

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### Functional Area: Specific Product Knowledge

Competency	<p>2. Maintain food safety</p> <ul style="list-style-type: none"><li>• Follow corporate guidelines and relevant legal requirements in day-to-day operation to ensure the hygiene and safety of food for sale, including:<ul style="list-style-type: none"><li>• Paying attention to personal and environmental hygiene, e.g.:<ul style="list-style-type: none"><li>• Maintain good personal hygienic practices</li><li>• Wear appropriate clothes</li><li>• Use appropriate tools to handle food</li></ul></li><li>• Storing and handling food in hygienic and safe ways according to corporate guidelines and legal requirements, including:<ul style="list-style-type: none"><li>• Transferring food safely and hygienically from source point to storage point</li><li>• Using appropriate tools and utensils to handle and contain food</li><li>• Strictly preventing bacteria contamination or cross-contamination of food</li></ul></li><li>• Cleaning the food handling place and used tools and containers regularly according to guidelines</li><li>• Paying attention to the food safety condition from time to time, including:<ul style="list-style-type: none"><li>• Identifying food safety hazards</li><li>• Identifying the likely source of food contamination</li><li>• Identifying the likely source of bacteria growth</li><li>• Report to the higher level immediately on food safety accidents</li></ul></li></ul></li><li>• Implement the legal requirements on food safety, e.g.:<ul style="list-style-type: none"><li>• Never sell perished food</li><li>• File properly the documents for ordering food and other related documents</li></ul></li></ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"><li>• Ensure the food is safe to eat according to legal requirements related to health</li></ul>
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"><li>• Implement food safety measures of the organization (including the handling and storage methods) and abide by related ordinances to ensure that the food for sale meets the safety standards and the interests of consumers are protected.</li></ul>
Remark	