Unit of Competency

Functional Area: Specific Product Knowledge

Title	Transport and store food
Code	105713L3
Range	This unit of competency (UoC) is applicable to staff responsible for the transportation and storage of food. It requires some analysis. It covers the abilities to perform the tasks of transporting and storing food according to the handling procedures and guidelines established by the organization.
Level	3
Credit	6 (for reference only)

Competency	Performance Requirements
	1. Knowledge of transporting and storing food
	  • Understand the organization's requirements and guidelines on the storage and transportation of food
	  • Understand the details for the transportation of food, e.g. :
	    • Safely delivering food to specified destinations within the shortest time
	    • Avoiding damage to food or minimizing the damage during transportation
	    • Minimise overall transport costs
	    • Make transportation of food meets (e.g. not over time) with others, etc.
	  • Understand the target details of warehousing management for food, e.g. :
	    • Maintaining the quality of the stocks of food
	    • Lowering warehousing costs
	    • Maintaining the accuracy of stock records
	    • Measures related to occupational safety and health in warehouses
	  • Understand the duties of staff engaged in the transportation and storage of food and the knowledge and skills required of them
	  • Understand the legislations and regulatory codes related to food, e.g. :
	    • Public Health and Municipal Services Ordinance, Chapter 132
	    • Imported Game, Meat and Poultry Regulations, Chapter 132AK
	    • Food Safety Ordinance, Chapter 612

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Competency	2. Transport and store food
	   • Master the codes of practice and safety for the transport and storage of food, e.g.:
	      • Take note of and maintaining personal hygiene
	      • Take note of the condition of food
	      • Complete and file properly the delivery records
	      • Report to the higher level immediately when finding an abnormal situation
	   • Transport food according to the handling procedures and guidelines established by the organization, including:
	      • Ensuring the cleanliness and cooling temperature of delivery vehicles before loading of food
	      • Checking and recording specified food (e.g. meat and vegetables) before loading onto vehicles
	      • Take note of the life span and storage period of food when storing them
	      • Checking whether the product tags are correct and the packing is intact
	      • Ensuring that the temperature in delivery vehicles meets the specified requirements for food (e.g. frozen food)
	      • Delivering the food to destinations within the shortest time according to established schedule, sequence and route
	      • Following the procedures and completing the delivery formalities by handling/signing all the related documents when arriving at the unloading area
	   • Store food according to the handling procedures and guidelines of the organization, including:
	      • Ensuring that the environment of the warehouse meets the requirements for the storage of food (e.g. fire prevention, pest and rodent control, etc.)
	      • Inspecting and accepting goods and checking all the related documents
	      • Warehousing, shelving and storing
	      • Stock management and keeping records
	      • Applying the "first-in-first-out" principle or other methods (e.g. money-for-value, safety or time principle) to handle stocks
	      • Monitoring the stocks of food and conducting stocktaking regularly
	      • Handling the deteriorated and expired food in stock
	   • Follow the requirements related to food laws and regulations and take note of their amendments during the working period
	3. Exhibit professionalism
	   • Follow the guidelines and regulatory requirements established by the organization when transporting and storing food
	   • Transport and store food in such a professional manner that no deception or neglect of duty occurs and ensure safe consumption of food

Assessment Criteria	The integrated outcome requirement of this UoC is the ability to: • Perform the tasks of transporting and storing food according to the handling procedures and guidelines established by the organization so as to ensure smooth operation of food retail business.
Remark	