

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Specific Product Knowledge

Title	Formulate the handling procedures for food
Code	105716L5
Range	This unit of competency (UoC) is applicable to management staff responsible for formulation of policies in the retail industry. It covers the abilities to plan, design and formulate policy procedures for which critical analysis and integration of information are required; formulate an appropriate set of handling procedures complying with the safety and hygienic standards for the food sold by the organization, and make relevant staff clearly understand the procedures through effective communication channels and strictly follow them in daily work so as to protect the interests of consumers and the organization.
Level	5
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of the handling procedures for food</p> <ul style="list-style-type: none"> • Understand the importance of a comprehensive set of handling procedures for food to the overall retail business of the organization • Master the components of a complete set of handling procedures for food, including: <ul style="list-style-type: none"> • Acceptance of goods (monitoring of suppliers is involved) • Storage (knowledge of warehouse environment is involved) • Food processing (e.g. processing of raw meat and cooked meat) • Display and sale (to wholesalers and retailers) • Transportation (delivery) • Understand the duties of staff and the skills required of them in different stages of the handling procedures for food • Understand the legislations, regulations and guidelines of the Government and other regulators regarding food, including : <ul style="list-style-type: none"> • Part V of the Public Health and Municipal Services Ordinance (Cap. 132) • Food Safety Ordinance (Cap. 612) • Colouring Matter in Food Regulations • Sweeteners in Food Regulations • Harmful Substances in Food Regulations • Food and Drugs (Composition and Labelling) Regulations • Food Business Regulation, etc. • Understand the major operational objectives and work direction of international and local food related organizations, e.g.: <ul style="list-style-type: none"> • Codex Alimentarius Commission (international) • Food and Agriculture Organization of the United Nations (international) • US Food and Drug Administration (United States) • UK Food Standards Agency (Britain) • Hong Kong Food Council • Expert Committee on Food Safety (Hong Kong) • ISO 22000:2005 Food safety management systems, etc. • Master the potential issues in the formulated handling procedures for food, and the relevant measures taken • Master the skills for communicating with the internal staff of the organization and external bodies/the Government

Unit of Competency

Functional Area: Specific Product Knowledge

Competency	<p>2. Formulate the handling procedures for food</p> <ul style="list-style-type: none"> • Perform analysis and classification of the food sold by the organization, including: <ul style="list-style-type: none"> • Different types of food, e.g. meat, seafood, fish, vegetables and fruit, dry food, preserved fruit, ready to eat food, other processed or preserved food • Recording and estimating the revenue proportions of different types of food and their profits • Estimating the manpower and material resources required for the formulation of the handling procedures for different types of food • Formulate detailed handling procedures (steps) for the food sold by the organization, including: <ul style="list-style-type: none"> • Acceptance procedure • Storage procedure • Processing procedure • Display procedure • Transportation procedure • Special procedure (e.g. labels provided for certain type of food) • Draw up key indicators and noting points for the handling procedures for food, including: <ul style="list-style-type: none"> • Hidden risks in that particular procedure (e.g. bacterial growth and food poisoning) • Implementation of control measures (e.g. temperature and humidity control) • Details of monitoring work (e.g. method, time and person-in-charge) • Key indicators (e.g. frozen meat should be kept below -150C) • Corrective measures (e.g. food be frozen immediately) • Fully considering relevant legal and regulatory requirements in the process • Pay attention to the life span and storage period of food when formulating handling procedures for food • Draw up the scope of work and related guidelines for the person-in-charge of each handling procedure for food, including: <ul style="list-style-type: none"> • Paying attention to personal hygiene • Checking food according to indicators • Completing the tasks for that particular procedure according to guidelines • Recording work process properly and saving files (e.g. vehicle log book or invoices for delivery) • Procedures for reporting special conditions or emergencies to the higher level and the handling mechanism • Release to relevant staff the established handling procedures for food with explanations provided, and ensure their understanding and compliance • Continue to monitor the implementation of the handling procedures for food in daily work or perform spot checks <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Strictly follow legislations and regulatory guidelines of the Government related to food safety when formulating the handling procedures for food
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Formulate an appropriate set of handling procedures for the food sold by the organization and ensure compliance with safety and hygienic standards; and • Make relevant staff understand clearly and implement the handling procedures for food through effective communication channels to protect the interests of the organization and consumers.
Remark	