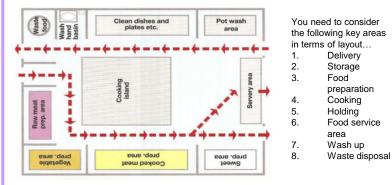


Knowledge Organiser

Workflow in the kitchen should follow a logical process by using different areas so that the clean stages in food production never come into contact with the "dirty" stages.



LO2 Understand how hospitality and catering provision operates.

DRESS CODE

A chef's uniform is more than a fashion statement. Each component plays a specific role in protecting from potential dangers common in most kitchens

Chef's uniform

- Chef's jacket
- Chef's pants
- Hat
- Neckerchief Apron
- Hand towel
 - Slip-resistant shoes

- Some establishments have staff wear the same uniform; this makes them easily identifiable for staff and customers. The uniform may change depending on which area of the establishment they work in.
- Protective clothing as part of a uniform must be paid for by the employer.



KNIVES

1.Store knives safely so you don't cut yourself accidentally 2.Clean knives after each use. gently scrub the knife, then wash it off with hot water. Dry with a clean cloth 3. Make sure knives are sharp.

4.Use knives for the purpose that they were intended. 5.Cut with a slicing action i.e. forwards and backwards.



Types of Customer

	Leisure	Local residents	Business / corporate						
CUSTOMER REQUIREMENTS Customer service is what an establishment does in order to meet the expectations of their customers and generate customer satisfaction.	Customers who visit the establishments in their leisure time e.g. a meal with friends, a family day out, tourists,	Customers who live in the local area who visit the establishment often eg regular Sunday lunch, or get togethers	e.g. business lunches. Use business facilities in establishment for meetings or presentations. Courses and conferences						
• So customers return People will not return to a place where they were not satisfied with the service. Repeat business means a	Leisure customers' requirements	Local customers' requirements	Business customers requirements						
 successful business. Exceeding expectations-This makes repeat business more likely Growth of the business- If customers receive a high standard of service ad return, they will spend more money and also tell other people about the business. Customers are influenced by: TV Magazines Health Travel abroad Technology Ratings and reviews Amount of money service is 	 Value for money Good facilities Families want child menus, play area, child friendly Tourists want local food, easy to communicate Older people may want more formal service Good customer service Varied choice of menu Dietary needs eg allergies, intolerances, vegetarian catered for without having to ask for special foods Facilities for physically impaired customers 	 Value for money good standard of customer service so they return Catering for local needs (culture, religion) Consistent dishes served Loyalty schemes Recognised by staff- feel welcome Menu specials Theme nights OAP discount day Child friendly Entertainment Mailing list or email for special offers 	 Accommodation if attendees are from a long distance Quick service for 						



STOCK CONTROL

2 types of foods when it comes to stock control:

Perishable food and products that do not stay fresh for very long

- Fresh fruit, vegetables
- Dairv products
- Meat and fish
- Only buy enough to last a few days because they will not last

Staple foods and supplies that are canned, bottled, dried or frozen These have a longer shelf life and so do not need to be purchased as frequently. Larger amounts can be bought to get cheaper prices and can be stored

- Condiments.
- Canned vegetables
- Frozen foods including meat, fish and deserts
- Sauces
- Flour, sugar, fat,oil

Remember

- 1. FIFO – First In First Out rule.
- 2. Check use by/best before dates and make sure you stick to these. Do not use something if it is past its use by date.
- Keep food that an cause 3. an allergic reaction separate from all other food.

DOCUMENTATION

Stock control

orderina

shelf life

Wages

Taxation

Training

Accidents

Hours worked

Personal details

National insurance

Monitor stock levels for re

Personnel records

Staff rotas and timetables

Decide frequency of stock check

First in First out for items with a

Why must they be completed?

- 1. Maintaining organisational procedures 2.
 - Safety of staff and customers
- 3. Legal requirements
- 4. Complying with food safety legislation
- 5. Complying with accounting and taxation practices

Health and safety,

Fire certificate

Staff training

Accident book

Food hygiene

Bookings and

Electronic reservations

Diary with bookings and

reservations

hygiene

records

checks Cleaning checks

system

reservations

Feedback forms

Purchasing Equipment Staff uniforms

Financial

Income tax Electronic booking system VAT Wades Insurance

Food and drink orders Packaging orders Tables, chairs etc. Cutlery and crockery

Sales and income Staff costs

Heating, lighting

- ΤV Magazines Health

business more likely Growth of the business- If customers receive a high standard of service ad return, they will spend more money and also tell other people about the business.

Customers are influenced by:

- Travel abroad
- Technology

Knowledge Organiser

LO3 Understand how the hospitality and catering provisions meets health and safety requirements.

You must wear the p.p.e. if it

has been provided for you. You

could be held personally liable

could have been prevented by

if you had an accident which

You must care for it, store it

You must report any defects.

Provide the PPE (free) if a risk

assessment has shown it to be

It must be exclusively for you

Provide facilities for it to be

and fit you comfortably Provide somewhere to store it

cleaned and maintained

Replace it when necessary

Provide training (if necessary)

in how to wear/use it properly

and clean it as necessary:

you wearing your PPE

Employer responsibilities under

necessarv

There are 5 main laws and regulations you must fully understand.

Abbreviation	Full name
HASAWA	Health and safety at work act 1974
RIDDOR	Reporting of injuries diseases and dangerous occurrences regulations 1995
COSHH	Control of substances hazardous to health regulations 2002
PPER	Personal protective equipment at work regulations 1992
MHR	Manual handling operations regulations 1993

HASAWA Employers need to .

- Carry out risk assessments
- To provide and maintain safe equipment and safe systems of work
- Provide information, instruction, training and supervision on how to work safely
- Provide a written safety policy
- Make sure there are toilets, places to wash and drinking water for workers
- Make sure that there is first aid provision
- Provide PPE for jobs if needed
- Have insurance to cover injury or illness at work
- Provide a health and safety law poster entitled "Health and Safety law: What you should know" displayed.

- To follow safety advice and instructions
- Not interfere with any safety device
- To report accidents
- To report hazards and risks

RIDDOR

- What needs to be reported ...
- 1. Work related fatalities
- Work related accidents causing certain serious injuries (known as reportable injuries) 2.
- 3. Certain work related diagnosed occupational diseases

Accidents are reported to the HSE (Health and Safety Executive)

This is most easily done by reporting online. A report must be received within 10 days of the accident/injury/ illness. If you do not keep a copy of the online form your records must include :

- the date and method of reporting:
- the date, time and place of the event; personal details of those involved;
- and a brief description of the nature of the event or disease.

Contact causing irritation

Sensitising substances

An employer who fails to comply with RIDDOR may be liable on conviction to:

Possible health problems ...

Toxic fumes

Infectious

Carcinogenic

- a fine not exceeding level five on the standard scale, currently £5,000 in a magistrate's court
- an unlimited fine in a Crown Court

1

2.

Note: Accidents or incidents may have been caused by breaches of other health and safety legislation. The penalties for breaching other legislation may be heavier than those for failing to comply with RIDDOR

\triangle
COSHH CUPBOAF
Caution

- RD 3. 4. hazardous 5.
- chemicals 6.
- Fire, explosion stored here 7. Environmental harm problems
- Employee responsibilities under COSHH...
- Use control measures and facilities provided by the employer
- Ensure equipment is returned and stored properly
- Report defects in control measures
- Wear and store personal protective equipment (PPE)
- Removing PPE that could cause contamination before ٠
- eating or drinking Proper use of washing, showering facilities when
- reauired
- Maintaining a high level of personal hygiene
- Complying with any information, instruction or training that is provided

Employer Responsibilities under COSHH ...

- Implement control measures to protect workers from hazardous substances.
- Preventing or controlling exposure to hazardous
- substances. Providing employees with information, instruction and
- training, and appropriate protective equipment Ensuring that control
- measures are maintained. kept in full working order, and in a clean condition
- Drawing up plans and procedures to deal with accidents and emergencies
- involving hazardous substances.
- Carrying out a COSHH risk assessment.



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PPER ...

Wear goggles to

protect eyes

Wear suitable

toes

residue.

fumes

Safety footwear (PPE)

First aid availability

footwear to prevent

Wash hands to keep

clean and remove

Wear a mask to

prevent inhaling

slips and protect

PPER

MHER What is manual handling?

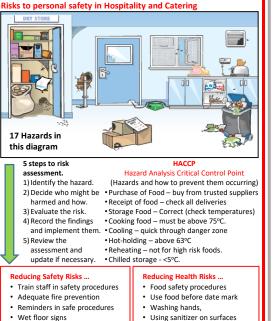
- Any transporting or supporting of a load by hand or bodily force
- Lifting, putting down, pushing, pulling, carrying or moving
- Start by considering the jobs carried out in the kitchen and the staff who work there. Look at the areas
- of work where there are most likely to be significant risks and prolonged exposure concentrate on:
- the handling tasks workers are doing;
- the loads they are lifting:
- the environment they are working in;

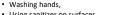
Personal safety recommendations

How Can Burns Be Prevented?

flames

- the individual capabilities of each worker;
- the positions they need to get in to do the job, e.g. twisting and stretching;
- the time spent on each task, e.g. regularity of lifting and break times. Manual Handling affects
- 1. Food Preparation -Repetitive motion of the hands, wrists and shoulders; Forceful lifting or carrying of heavy bowls or pots; -Awkward bending and twisting of the back. -Workbenches at different heights; -Utensils and knives with ergonomic handles designed for comfort and those that allow for power grips; - Provide knives that are in good condition and kept sharp to reduce the force required by the user.
- 2. Dishwashing lifting heavy pots; awkward bending and twisting when leaning over sinks for long periods; -repetitive wrist and shoulder movements when scrubbing pots. -dishwashers if appropriate; - false bottoms in deep sinks to reduce awkward bending at the waist; - assess the weight of a pot before lifting it; - keep pots close to the body when lifting and bend the knees rather than the back;
- 3. Ovens and steamers -ovens with side-hinged doors rather than bottom hinged doors allow easier access to items in the oven; -using oven racks between waist and elbow height to minimise awkward nosture
- 4. Heavy Pots -Large pots and pans with extended handles make it easier to tip when pouring into smaller containers.
- 5. Cleaning awkward shoulder or back postures; cuts, bruises, pressure injuries and sore skin. cleaning tools that have soft rubber-like handles to reduce gripping force; - a platform of adequate size to minimise reaching
- 6. Removing waste lifting heavy rubbish bags, which carries the risk of forceful exertion. provide smaller refuse bags; - put up signs to remind staff not to overfill them





- · Using sanitizer on surfaces
- · Safe storage in fridges Use separate chopping boards



- · Keep areas where customers will walk free of trip hazards
- Clear up spills that could be come a slip hazard Good lighting in car parks, walkways
- · Clear up spills and hazards in lavatories
- Check and maintain hand drvers, in room kettles

Reasons fires start ...

- 1. Equipment that is not serviced regularly can cause over heating and cause fires.
- 2. Human Error. many fires that happen in catering. Such as fat frvers.
- 3. Electrical . smouldering wires can develop unseen overnight and be the cause of major incidents ...
- 4. Arson. rare occurrence. grudge between employee and employer, or insurance fraud.
- 5. Chemical. Not very common now due to the COSHH regulations.

Fire Action Raise the alarm Leave the building by the nearest exit Ì Report to assembly point Do not return to the building until authorised to do so Do not take any risks

How Can Cuts Be Prevented?

Knowledge Organiser				Contamination Food contamination - foods that are spoiled because they contain												
Knowledge Organiser LO4: Know how food can cause ill health Useful sites. Type these links into your browser or scan the QR codes: Video: tinyurl.com/yd5q4dxq GCSEPod: tinyurl.com/y8hosvsf					 	Contamination of foods can be physical, chemical or biological: Physical: A foreign object has dropped into the food, e.g. hair, jewellery, finger nail, machinery components.										
Signs of Spoilage When food deteriorates to the point When food Getteriorates to the point When food deteriorates to the point When food Getteriorates to the point Storage Remember, bacteria needs warmth & moisture to multiply. Refrigerating removes warmth & moisture Freezing removes warmth & moisture freezing - stops bacteria multiplication. 0-5°C: chilling/ fridge: slows bacteria multiplication. 0-5°C: chilling / fridg							Model of the sector of the							fermentation of uit in wine. ilk to produce adds texture & tangy).		
'Best before' date: Safe to consume after the date but quality not as high. i.e. crisps not as 'crisp' Storing food in the fridge - keep meats at the bottom to prevent juices/blood dripping onto ready to eat foods. Food Poisoning Food contaminated with pathogenic bacteria causes severe illness & possibly death. The following are common bacteria responsible for food poisoning:			e H	of bacteria, can s high temperatur	bacteria, can survive bacteria & can survive spread quickly. chemi gh temperatures. very high temperatures. Grows on fruit. Spoil & enzy							rowning - rocess - oxygen in food react to				
Food Poisoning death. The following are common bacteria responsible for food poisoning:							pre-cooked food				the sugars			cause a cut surface to brown i.e. apple		
Pathogenic Bacteria Source Symptoms Onset time Salmonella Raw poultry, meat, eggs Diarrhoea, abdominal pain, vomiting, 12-36 hrs 12-36 hrs						L.	Key Words									
	Salmonella Raw poultry, meat, eggs Diarrhoea, abdominal pain, vomiting 12-36 hrs Campylobacter Raw poultry, meat, eggs, sewage Diarrhoea, abdominal pain, fever 46-60 hrs				s	Spoilage - When food deteriorates to the point where it is not edible										
Staphyloco Aureus	Staphylococcus Humans – skin, hair, nose, Abdominal pain, vomiting, chills 1-6 hrs				1-6 hrs	E	Microorganisms - bacteria, yeast, mould, fungi. Enzyme – Found in foods, speed up the process of decay. Danger zone – where bacteria multiplies most:- 5 - 63*C:.									
E.Coli						F A	High risk - foods which bacteria multiplies most: 5 - 65 C High risk - foods which bacteria multiply most in - high moisture & protein. i.e. Meats, fish, dairy, gravy, cooked rice Ambient – foods can be safely stored at room temperature - Flour; sugar; tinned food; crisps, pasta									
Ľ								Use by - : Unsafe t								
Preservation Slowing the rate of food spoilage can occur by minimising bacteria activity, i.e. removing moisture or oxygen, reducing the temperature or changing pH levels.						Best before - Safe to consume after the date but quality not as high. i.e. crisps not as 'crisp' Contamination - spoiled because they contain microorganisms, e.g. bacteria, that make them unfit for consumption Cross contamination - Transferring bacteria from one source to another, E.g. cutting raw chicken, then lettuce.										
Method	Explanation Example						Pathogenic – bacteria which cause disease (unsafe)									
Heat	Heating ki	kills most microorganisms Pasteurised			Pasteurised milk, cooked food, canned food		Preservation - Slowing the rate of food spoilage can occur by minimising bacteria activity, increasing shelf life. Vacuum packaging - a method of packaging that removes air from the package to extend shelf life									
Freezing	ng Microorganisms cannot multiply without warmth Frozen meats, fish, ready meals.						MAP packaging – (Modified atmosphere packaging) a way of extending shelf life of fresh food. substitutes air with gas									tes air with gas
Drying	Microorganisms need air to reproduce Noodle pots, coffee, gravy granules							Summary								
Removin g air (02):	Most microorganisms need oxygen to reproduce. Food is sealed in cans, MAP & vacuum packaging. Food is sealed in cans, MAP & vacuum packaging.						Bacteria causes food poisoning when given the conditions moisture, time, warmth and food. The key temperatures: 72°C (killed), 5-63°C (danger zone), 0-5°C (slows multiplication – fridge) and -18°C (bacteria 'dormant' or asleep – freezer)									
Chemical s						The 3 types of contamination are physical, chemical and biological. Cross contamination is transferring bacteria from one source to another The 4 Cs to prevent contamination are clean, cook, chill and cover. Food can be preserved to slow food spoilage by removing the conditions bacteria need (i.e. warmth, moisture, oxygen and pH)										