

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		KITCHEN						
Job Area		FOOD PREPARATION AND PRODUCTION						
Competency Unit Title		BASIC STEWARDING						
Learning Outcome		<p>The person who is competent in this CU shall be able to ensure safe working practices are adapted in basic stewarding function in accordance with relevant authority's requirement and company Standard Operating Procedure (SOP). Upon completion of this competency unit, trainee will be able to:-</p> <ul style="list-style-type: none"> • Identify basic stewarding requirement • Identify types of chemical • Identify different types of crockery, cutleries and glassware • Determine different types of wastages • Carry out hygiene and cleanliness of work area 						
Competency Unit ID		HT-012-2:2012-E02	Level	2	Training Duration	48	Credit Value	5
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify basic stewarding requirement	i. Introduction to Basic Stewarding functions and responsibilities ii. General job guidelines and responsibilities iii. Steward's job functions iv. Importance of following company Standard Operating Procedures (SOP) in Stewarding Department v. Safety at work vi. Cleaning stationary equipment				4	Lecture, Video Presentation & Observation	i. Basic stewarding requirement determined. ii. Steward's job functions identified. iii. Safety practices at work adhered iv. Cleaning stationary equipment practiced v. Hygiene and safety in stewarding adhered.	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>vii. Hygiene and safety in food handling</p> <ul style="list-style-type: none"> • Possible cause of food borne illness originating from the Stewarding Department • Personal hygiene standard and practices • Preventing cuts • Preventing burns • Preventing and dealing with fire • Preventing injuries from machine and equipment • Preventing falls • Preventing strains and injury from lifting <p>viii. Opening, running and closing duties</p>					<p>vi. Basic stewarding functions and responsibilities identified.</p> <p>vii. General jobs guidelines and responsibilities executed</p> <p>viii. Company Standard Operating Procedures (SOP) in Stewarding Department operations adhered.</p> <p>ix. Cleaning stationary equipment performed</p> <p>x. Hygiene guidelines requirements determined.</p>
		<p>i. Identify basic stewarding functions and responsibilities</p> <p>ii. Determine general job guidelines and responsibilities</p> <p>iii. Identify steward's job functions</p> <p>iv. Adhere to company Standard Operating Procedures (SOP) in Stewarding Department operations</p>		8	Demonstration, Observation & Hand-on Practices	<p>xi. Kitchen safety requirement in accordance with the related regulatory body / agency implemented.</p> <p>xii. Opening, running and closing duties executed</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> v. Practice safety at work vi. Perform cleaning stationary equipment vii. Determine hygiene guidelines requirements viii. Implement kitchen safety requirement in accordance with the regulatory body / agency related ix. Carry out opening, running and closing duties 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in identifying basic stewarding functions & responsibilities <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and HACCP requirement 			
2. Identify type of chemicals	<ul style="list-style-type: none"> i. Types of chemical used by the Stewarding Department in food service operations. ii. Safe chemical handling. iii. Material Safety Data Sheets (MSDS) & Product Labels. 			4	Lecture, Video Presentation & Observation	<ul style="list-style-type: none"> i. Types of chemical used by the Stewarding Department identified. ii. Safe chemical handling applied. iii. Material Safety Data Sheets (MSDS) & Product Labels interpreted.

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		i. Determine types of chemical used by the Stewarding Department ii. Adhere to safe chemical handling. iii. Acknowledge Material Safety Data Sheets (MSDS) & Product Labels. iv. Determine the correct ways to use the chemical	<u>Attitude:</u> i. Meticulous in identifying types of chemical functions & requirement <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	iv. Correct ways to use the chemical practiced.
3. Identify different type of crockery, cutleries and glassware	i. Types of crockeries, cutleries and glassware <ul style="list-style-type: none"> • Chinaware • Glassware • Silverware and special tools • Ashtrays • Others ii. Handling of crockeries, cutleries and glassware iii. Avoiding cross contamination			4	Lecture, Video Presentation & Observation	i. Different type of crockery, cutleries and glassware identified ii. Handling of crockeries, cutleries and glassware practiced. iii. Avoid cross contamination practiced.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Storage of crockeries, cutleries and glassware					iv. Storage of crockeries, cutleries and glassware performed.
		i. Acknowledge types of crockeries, cutleries and glassware ii. Perform handling of crockeries, cutleries and glassware iii. Adhere practices to avoid cross contamination iv. Carry out storage of crockeries, cutleries and glassware	<u>Attitude:</u> i. Meticulous in identifying basic stewarding functions & responsibilities <u>Safety:</u> i. Adhere to safety and HACCP requirement	8	Demonstration, Observation & Hand-on Practices	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Determine different types of wastages	<ul style="list-style-type: none"> i. Recycle and go green awareness ii. The importance of proper waste disposal iii. Handling different types of wastages 			4	Lecture, Video Presentation & Observation	<ul style="list-style-type: none"> i. Recycle and go green principles acknowledged. ii. Importance of proper waste disposal determined iii. Different types of wastages listed iv. Different types of wastages handled and segregated
		<ul style="list-style-type: none"> i. Identify different types of wastages ii. Handle and segregate different types of wastages iii. Carry out proper waste disposal activities. 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in identifying basic stewarding functions & responsibilities <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Adhere to safety and HACCP requirement 	8	Demonstration, Observation & Hand-on Practices	<ul style="list-style-type: none"> v. Proper waste disposal activities performed

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Carry out hygiene and cleanliness of work area	<ul style="list-style-type: none"> i. General kitchen hygiene and cleanliness guidelines ii. Cleaning and sanitising iii. Manual dishwashing iv. Mechanical dishwashing v. Washing kitchen utensil and equipment vi. Cleaning and sanitising equipment and work surfaces 			4	Lecture, Video Presentation & Observation	<ul style="list-style-type: none"> i. General kitchen hygiene and cleanliness guidelines identified. ii. Cleaning and sanitizing activities identified. iii. Manual dishwashing performed. iv. Mechanical dishwashing executed.
		<ul style="list-style-type: none"> i. Determine general kitchen hygiene and cleanliness guidelines ii. Adhere to cleaning and sanitizing activities. iii. Apply manual dishwashing. iv. Carry out mechanical dishwashing. v. Carry out washing of kitchen utensil and equipment vi. Execute cleaning and sanitising equipment and work surfaces vii. Manage storage of chemicals, equipment and tools 		8	Demonstration, Observation & Hand-on Practices	<ul style="list-style-type: none"> v. Washing of kitchen utensil and equipment performed. vi. Cleaning and sanitising equipment and work surfaces applied. vii. Proper storage of chemicals, equipment and tools administered.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in identifying cleaning and sanitizing activities <u>Safety:</u> i. Adhere to safety and HACCP requirement			

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyze information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information</p> <p>02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information 02.08 Prepare pictorial and graphic information</p> <p>03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain a cooperation within work group</p> <p>04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility</p> <p>06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyze technical systems 06.06 Monitor and correct performance of systems</p>	<ol style="list-style-type: none"> 1. Communication Skills 2. Conceptual Skills 3. Interpersonal Skills 4. Learning Skills 5. Leadership Skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Kitchen Equipment	1 : 5
2. Kitchen Utensils	1 : 1
3. Ingredients	1 : 1
4. Checklist	1 : 1
5. Standard Operation Procedure (SOP)/Manual	1 : 5
6. Standard Form	1 : 1
7. Chemicals	1 : 10

References

REFERENCES
1. The Culinary Institute of America, 2011. The Professional Chef. 9th Edition. Wiley. ISBN: 978-0-470-42135-2 2. Wayne Gisslen, 2011. Professional Cooking. 7 th Edition. Wiley. ISBN 978-0-470-19752-3 3. The Culinary Institute of America, In the Hands of a Chef: The Professional Chef's Guide to Essential Kitchen Tools. Wiley. ISBN: 978-0-470-08026-9 4. Wayne Gisslen, 2004. Essentials of Professional Cooking. Wiley. ISBN: 978-0-471-20202-8 5. Online Video Resources <ul style="list-style-type: none">• Roux-Be (The Reluctant Chef online resources) - http://www.reluctantgourmet.com/rouxbe.htm• About.com. Culinary Arts - http://culinaryarts.about.com/od/culinaryreference/tp/culinaryvideos.htm• Stella Culinary - http://www.stellaculinary.com/• The Culinary Institute of America (more than 86,000 culinary & related resources) - http://www.ciachef.edu/