

Overview

This standard is about completing records commonly used in kitchen environments: for example, temperature charts, time sheets, accident report forms, food safety information and equipment fault reports.

When you have completed this standard you will be able to demonstrate your understanding of and your ability to:

- Complete kitchen records

Performance criteria

You must be able to:

1. Check there are sufficient, relevant records ready for use according to your organisational procedures
2. Complete records accurately, legibly and on time according to your organisational procedures
3. Process records correctly according to your organisational procedures
4. Answer any questions regarding the completion of records within the boundaries of your authority to indicate your understanding

Knowledge and understanding

You need to know and understand:

1. Which records are required to be completed in your workplace and why it is important to do so
2. Where to obtain the relevant records and how to complete them according to your workplace and relevant legal requirements
3. The procedures for copying, saving (electronically) or filing (paper) and actioning records in your workplace
4. To whom and why must you report any problems with records
5. The importance of accurate, legible and timely completion of records
6. The types of problems that may occur when monitoring and completing kitchen records

Scope/range

1. Relevant records
 - 1.1 temperature charts
 - 1.2 food safety information
 - 1.3 accident report forms
 - 1.4 equipment fault reports
 - 1.5 stock usage reports
 - 1.6 delivery notes
 - 1.7 cleaning rotas
 - 1.8 any other relevant records

J8HK 04 - Complete kitchen records

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Relevant Occupations Chef, Cook, Kitchen Assistant

Suite Food Production and Cooking, Hospitality - Generics, Hospitality - Professional Cookery

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