Unit Title:	**Maintain food safety while working with food in a retail environment**
OCR unit number:	14
Sector unit number:	B.21
Level:	2
Credit value:	6
Guided learning hours:	13
Unit reference number:	J/503/5674

Unit purpose and aim

This unit assesses the occupational competence of individuals who work in a retail environment, and whose work involves any of these activities:

- handling wrapped or unwrapped food including that subject to temperature control requirements (for example, in storage, display, in the bakery or on the deli counter)
- preparing unwrapped food, including that subject to temperature control requirements

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Know how food in a retail environment can become unsafe for consumers	1.1 describe the types of **infestation** and how these can occur in a retail environment 1.2 describe the types of food safety hazard and **cross-contamination** and how these can occur in a retail environment 1.3 describe the causes of **food spoilage** in a retail environment
2 Know the routine working practices that contribute to food safety in a retail environment	2.1 describe how **food handling practices** affect food safety in the workplace 2.2 describe why own immediate work area must be kept clean and tidy 2.3 describe why the organisation's schedules and **procedures** for cleaning the workplace must be followed 2.4 describe why certain foods must be kept at **specified temperatures** 2.5 describe why the organisation's schedule and **procedures** for checking and reporting the condition of food and food storage areas must be followed

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Learning Outcomes	Assessment Criteria
3 Be able to maintain own work area in a safe condition for working with food	3.1 keep own immediate work area clean and tidy when working 3.2 clean own work area at the scheduled times and in line with organisational **procedures** 3.3 maintain tools, utensils and equipment: • in good working order • in a hygienic condition
4 Be able to work with food in a way that keeps it safe for customers	4.1 dispense of food waste: • promptly • hygienically • in line with organisational procedures 4.2 protect the food being worked with from **food safety hazards** and **cross-contamination** 4.3 deal with contaminated food in line with organisational **procedures** 4.4 deal with items that may cause allergic reactions in line with organisational **procedures** 4.5 label products clearly with the prescribed use-by dates
5 Be able to record the condition of food	5.1 perform checks on the condition of food and food storage areas in line with the organisation's schedule and **procedures** 5.2 record checks on condition of food and food storage areas in line with organisational **procedures**

Assessment

This unit requires workplace assessment of occupational competence. It is internally assessed by centre staff and externally assessed by an OCR External Verifier.

The unit is competence-based. This means that it is linked to the candidate's ability to competently perform a range of tasks associated with their work.

If the assessor is unable to make judgements about the specialist skills and knowledge covered by this unit, expert witness testimony must be sought from a person with suitable current experience, to confirm the candidate's competence.

The candidate may have undertaken formal food safety training that may contribute to the evidence for this unit.

The terms highlighted in bold in the assessment criteria are explained in a glossary appended to this unit.

The unit needs to be assessed in line with the relevant Sector Skills Council's (SSC's) Assessment Strategy or Principles. Skillsmart Retail's Assessment Principles for Retail Qualifications can be found on their website (www.skillsmartretail.com).

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Assessment conducted by an external/peripatetic assessor must adhere to section 4.2.1 of Skillsmart Retail's '*Retail Qualifications Assessment Principles*'. As such, OCR requires the line manager or the owner/manager to sign and date the bottom of each unit Evidence Record Sheet (ERS) to both confirm their involvement and the candidate's competence. This should be on or prior to the signature and date provided by the assessor.

Evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing programmes of learning.

Guidance on assessment and evidence requirements

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.B235

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✔	Representing		Use ICT systems	✔
Reading	✔	Analysing		Find and select information	✔
Writing	✔	Interpreting		Develop, present and communicate information	✔

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

Glossary for unit B.21	
Cross-contamination	In a retail environment, there are two kinds of cross-contamination you need to guard against: • the transfer of harmful bacteria between foods by direct contact (e.g. the juices of raw meat dripping on to cooked meat stored on a lower shelf) or indirect contact (e.g. via the hands, clothing, cloths, equipment or other surfaces) • the cross-contamination of foods containing specific allergens (e.g. nuts, milk, eggs) with other food (e.g. by use of common utensils on cold meat counters and salad bars, slicers on deli counters, etc.; mixing of foods due to damaged packaging or spillage or via hands, clothing, cloths or other surfaces).
Food handling practices	Depending on the type of food you work with and the activities you carry out, food handling practices may include: • keeping finished products separate from other materials • keeping raw and cooked meat products separate • getting rid of waste, contaminated or damaged products.
Food safety hazards	Something which may cause harm to the consumer and can be: • microbiological (for example, bacteria, moulds, viruses) • chemical (for example, pesticides used on fruit and vegetables, chemicals used in cleaning or for pest control) • physical (for example, insects, parasites, glass, nails) • allergenic (for example, nuts, milk, eggs).
Food spoilage	When food goes bad and has a noticeable change in its taste, smell or appearance.
Infestation	The presence of pests such as insects or rodents in the workplace which put food safety at risk.
Procedures	A series of clear steps or instructions on how to do things; rules. Some organisations document their procedures formally in writing, and others simply have procedures that all staff understand and follow but which are not written down.
Specified temperatures	Temperatures specified by relevant legislation or in own organisation's procedures.

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