

Store and organise goods and materials in food and drink operations

Overview

This standard covers the skills and knowledge needed to store goods and materials in food and drink operations.

It is important to identify and understand the different types of stock and their storage requirements when storing goods and materials. This standard also outlines the importance of putting goods and materials into locations using handling techniques that comply with health and safety regulations to minimise damage to, or contamination to, the goods and materials.

This standard is for you if you work in food and drink operations and the associated supply operations and are involved in storing and organising goods and materials.

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Performance criteria

You must be able to:

Select goods and materials for storage and allocate locations

1. identify the stock to be put in selection and storage locations
2. identify the correct storage location and maintain food safety and hygiene standards
3. meet customers' requirements regarding storage where possible, taking into account what facilities are available and the storage conditions

Arrange and put stock in allocated locations

4. handle stock in accordance with food safety and hygiene standards
5. maintain stock condition by using the handling techniques that comply with company regulations
6. check the product visually to make sure it meets customer or company specification
7. put the correct stock in the allocated location and in the allocated space within the agreed timescales
8. place goods and materials so that they can be accessed in the order required to meet stock rotation requirements
9. store goods and materials in a way that makes best use of available space and complies with company procedures

Report difficulties and check documentation

10. report difficulties in placing goods and materials which cannot be immediately resolved to the relevant person
11. complete stock records and pass them on promptly as required
12. complete documentation in accordance with organisational requirements

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Knowledge and understanding

You need to know and understand:

1. how to identify the right locations for different types of goods and materials
2. why it is important to use the correct locations and space allocated for the stock
3. how to maintain stock locations in line with food safety standards
4. how to deposit stock in selection and storage locations
5. how to assess the condition of the storage locations
6. how to avoid damaging stock
7. why it is important to use handling techniques in accordance with health and safety regulations
8. the principles of stock rotation and why it is important
9. types of goods and materials held in storage
10. types of location designed specifically for the storage of particular types of goods and materials
11. what storage facilities and locations are available and their characteristics
12. why it is important to select storage locations that comply with company procedures
13. how to assess the suitability of storage locations, including its suitability to maintain the quantity and quality of goods and materials in storage, and the suitability of the location to support the goods and materials for the duration of the storage period
14. what the storage requirements are for the range and types of goods and materials held in storage and where to get information about them
15. why it is important to check the transfer route to storage and hazards
16. the different security, safety and environmental conditions required for different types of goods and materials
17. relevant regulations that apply to the storage of goods and materials
18. regulations for handling goods and materials to protect them from damage and possible contamination, and to protect personnel and equipment
19. checks required to make sure goods and materials meet customer or company specifications
20. types of equipment defects and how to deal with them
21. types of handling and securing equipment, including mobile equipment and vehicles
22. what costs are associated with damaged goods and materials, and why it is important that damaged goods and materials reported immediately
23. why it is important to store items in the allocated location, and the procedures to follow when the allocated location is not suitable or available
24. what information contained on goods and materials or in documentation is

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relevant to storage requirements

- 25. why complete and accurate documentation is important
- 26. what the communication structures and procedures are within your company
- 27. why it is important to communicate effectively and what may happen if this is not done

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