

## Supply materials for production in food and drink operations

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### Overview

This standard covers the skills and knowledge needed to supply materials for production in food and drink operations.

Food and drink production is reliant on there being sufficient and timely supplies of materials to meet production requirements. It is vital to match production needs with availability of supplies, as well as to maintain that supply to ensure smooth running of production.

This standard is for you if you work in food and drink operations and the associated supply operations and your job requires you to arrange the supply of food and drink materials to the production area.

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### Performance criteria

You must be able to:

1. maintain an organised and tidy work area in accordance with company procedures
2. identify the service and supply needs of the production area and work stations
3. check the volume of supplies to meet demands
4. forecast stock required to meet the demands of production
5. deliver the required quantity of supplies to the production areas and/or work stations
6. maintain stock levels within production areas and/or work stations to the specified levels
7. maintain storage environments within production areas and/or work station to the required specifications
8. follow stock rotation requirements for products and materials to the required specification
9. record change of supplier
10. check that the stock is on site and available for production
11. prepare contingency plans when products drops below the level specified in the company procedures
12. report any discrepancies in the supplies to the relevant person
13. follow safe and hygienic working practices in accordance with health and safety procedures
14. complete all necessary documentation in compliance with company procedures
15. follow relevant legal and regulatory; health and safety, hygiene and environmental standards or instructions

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**Knowledge and understanding**

You need to know and understand:

1. the importance of a well organised, clean and tidy work area
2. the service and supply needs of the production area and/or work station(s) and why these should be identified
3. the specific levels of stock to be maintained at the production area and work station(s)
4. how to identify and select supplies to meet production specifications
5. why discrepancies in stock level and material quality should be reported
6. the specific areas for supplies to the production area and work station(s), and why these must be used
7. how to store supplies, taking into account different varieties of similar product
8. the purpose of stock rotation
9. types and quantities of materials used in the production process
10. how shortages of supplies of materials affect production runs
11. why it is important to check and maintain product temperature
12. why the change of product supplier should be recorded and notified to the line
13. the use of electronic recording and scanning systems
14. what planning tools and methods can be used to optimise supply and why are they used
15. why it is important to keep documentation and records that comply with company procedures and what could happen if this is not done
16. relevant legal and regulatory; health and safety and hygiene and environmental standards and instructions
17. the consequences of not meeting relevant legal and regulatory requirements

## Supply materials for production in food and drink operations

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