

Title		Organise the receipt and storage of goods and materials in food operations			
Ofqual unit ref		F/602/4571			
Level	3	Credit value	3	GLH	15
Learning Outcomes			Assessment Criteria		
The learner will:			The learner can:		
<p>1 Receive and assess deliveries against requirements</p>			<p>1.1 Conduct a briefing for staff before deliveries are received</p> <p>1.2 Ensure that goods receiving area and adequate storage space is prepared for the delivery</p> <p>1.3 Carry out checks to ensure that deliveries are unloaded safely and securely</p> <p>1.4 Check delivery records to ensure that goods comply with your organisation's service requirements</p> <p>1.5 Identify and resolve issues with discrepancies and delivery problems</p> <p>1.6 Ensure that documentation is completed and processed.</p>		
<p>2 Organise and maintain storage facilities</p>			<p>2.1 Organise storage facilities to reflect operational needs, safety requirements and preservation of goods</p> <p>2.2 Ensure that staff roles are allocated and clearly explained</p> <p>2.3 Ensure staff are trained and provided with information on the operation of the storage system</p> <p>2.4 Check that staff are storing and moving goods safely and securely</p> <p>2.5 Maintain accurate current records that are easily accessible to all</p> <p>2.6 Develop and update contingency plans to deal with abnormal situations.</p>		
<p>3 Monitor and maintain stock movement and storage practice</p>			<p>3.1 Maintain a routine for checking stock and storage</p>		

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3 Monitor and maintain stock movement and storage practice	3.2 Monitor the storage and movement of stock	3.3 Carry out spot checks at regular intervals
		3.4 Identify out of date stock promptly and take remedial action to meet organisational and legal requirements.
Unit purpose and aim(s)		