

## Prepare ingredients and store fillings and toppings in food operations

### Overview

This standard covers the skills and knowledge needed for you to prepare ingredients and store fillings and toppings in food operations and the associated supply chain.

This standard is about preparing, mixing, storing and maintaining the supplies of a range of fillings and toppings in a food production environment. Flour confectionery fillings typically include: jam, butter-cream and non-dairy confectionery spreads, dairy cream, fruit fillings, mincemeat, and toppings include: fondants, water icing, royal icing, and chocolate covering. Savoury fillings and toppings include: prepared meats, vegetables, cheeses, cereals, herbs and spices. You need to show that you can identify and select ingredients or base preparations for fillings and toppings and prepare for mixing. You will need to prepare and mix ingredients, adjust mixtures to meet specifications, store and maintain the supplies of fillings and toppings ready for processing.

This standard is for you if you work in food manufacture and/or supply operations and are involved in preparing ingredients and storing fillings and toppings in food operations.

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**Performance criteria**

You must be able to:

**Select, prepare and mix ingredients**

1. select the correct ingredients according to instructions and specifications
2. weigh and measure the required ingredients
3. isolate and report any substandard ingredients, and obtain authority to source replacement supplies where this is necessary
4. select and check the equipment is fit for purpose to meet production needs
5. prepare and mix ingredients according to specifications
6. check that you minimise waste and deal with scrap material

**Store and maintain supplies and fillings and toppings**

7. select and check prepared fillings and toppings according to your instructions and specifications
8. place prepared fillings and toppings in the correct condition and location, and label where required, ready for further processing
9. monitor the quality of fillings and toppings against specifications and the quantity of these against production needs, and report and inconsistency to the relevant personnel

**Follow health, safety and hygiene requirements**

10. comply with health, safety and hygiene requirements
11. wear the correct personal protective clothing and equipment throughout preparation and production operations

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**Knowledge and understanding**

You need to know and understand:

1. health, safety and hygiene requirements related to mixing and storing flour confectionery fillings and toppings and what might happen if they are not met
2. the basic purpose of the mixing process for flour confectionery fillings and toppings
3. how to avoid contamination during mixing and storing flour confectionery fillings and toppings and what might happen if this is not done
4. how to recognise and report flour confectionery fillings and toppings that do not meet specification
5. the procedure for rejecting and isolating substandard fillings and toppings
6. types of personal protective clothing/equipment and working practices which are useful in combating potentially harmful effects of dust from ingredients and allergies from skin contact with ingredients, when mixing flour confectionery fillings and toppings
7. how to report on the quality and quantity of fillings and toppings and arrange for the production of supplies to meet production needs
8. how to maintain filling condition and deal with time constraints, in readiness for processing
9. preparation techniques for meat, vegetables, cheese, herbs and spices
10. cooking techniques for meat, vegetables, herbs and spices
11. the importance of not over mixing or blending savoury fillings

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