

Control stock levels in food and drink operations

Overview

This standard covers the skills and knowledge needed to control stock levels in food and drink operations.

Shelf life and controlling sufficiency and safety of stock levels is important to ensuring the safe use and rotation of stock.

This standard is for you if you work in food and drink operations and the associated supply operations and are involved in controlling stock levels.

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Performance criteria

You must be able to:

Monitor the level of stock

1. monitor effectiveness of systems and facilities for safe and sufficient storage of stock in accordance with legal and standard operational requirements
2. report difficulties, discrepancies, actual or potential risks in respect of stock levels to relevant people
3. monitor achievement of standards and targets for storage of stock
4. provide support to enable your team to contribute to achievement of required stock levels
5. report the potential shortfalls of stock levels against planned requirements
6. take action to increase or reduce stock levels to meet customer requirements

Check the safe use and rotation of stock

7. check that stock is not retained beyond its specified shelf-life or sell-by date
8. check that stock is stored in accordance with legal and standard operational requirements
9. identify and report actual and potential risks to stock to relevant people
10. identify and report any potential defects in stock storage systems
11. inform your team of all factors influencing effective, safe and correct storage and use of stock

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Knowledge and understanding

You need to know and understand:

1. key features of legal and operational requirements
2. requirements for shelf life/sell by date of products and their importance
3. implications of stock levels falling below or over planned demand
4. methods for monitoring stock levels
5. requirements for storage of stock
6. influences on contamination or damage to stock
7. importance of sell-by dates

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