KITCHEN STEWARD

Source: National competency Standard
(Competency Standards Code No: H55S030)
National Certificate at NVQ Levels in the occupation of
KITCHEN STEWARD will be awarded to those who are competent in
U01+U02+U03+BU01+BU02+BU03+BU04 – H55S030Q1L3 - NVQ Level 3



NAITA Training Division

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Unit of Competency	Elements of Competence	Performance Criteria
01. Arrange the workplace, equipment & utensils H55S030U01	1.1 Perform opening and closing procedure of Kitchen	1.1.1 Follow kitchen opening and closing procedures
		1.1.2 Report any gas smells safety as per hotel operating procedure.
		1.1.3 Function the exhaust pan and blowers to ensure the adequate ventilation
		1.1.4 Ensure Function of the cleaning equipment and utensils according to the work allocation
		1.1.5 Ensure Adequate cleaning materials / agents according to the requirement
		1.1.6 Follow grooming & hygiene standards
	1.2 Clean kitchen environment	1.2.1 Ensure Cleanliness of work areas
		1.2.2 Ensure Suitability of the equipment and utensils
		1.2.3 Ensure Cleanliness of all equipment and tools
	1.3 Clean and sanitize of surfaces	1.3.1 Ensure Cleaning and sanitation of kitchen/ food outlets and environment
		1.3.2 Ensure Equipment arrangements in proper place
	1.4 Ensure the waste disposal arrangements	1.4.1 Provide Waste disposal facilities
		1.4.2 Follow practice garbage segregation method
		1.4.3 Remove garbage to allocated areas
		1.4.4 Wash the bins and sanitized and reline with a garbage bag
		1.4.5 Place cleaned bins at assigned areas
02. Clean and sanitize equipment & utensils H55S030U02	2.1 Ensure cleanliness and sanitize kitchen equipment and utensils	2.1.1 Clean and sanitize equipment/Utensils
		2.1.2 Follow hygienic aspect as per SOP while transport and storing
	2.2 Clean and sanitize of food and beverage items	2.2.1 Identify and sort food and beverage items
		2.2.2 Wash, sanitize and dry food and beverage items
		2.2.3 Store food and beverage items in suitable place

03. Use cleaning agents and utilizations H55S030U03	3.1 Identify the cleaning agents	3.1.1 Check quality of the cleaning agents as per the purchasing specification
		3.1.2 Identify cleaning agents according to the cleaning items/ requirement
	3.2 Use cleaning agents	3.2.1 Follow ensured manufacturing instructions
		3.2.2 Follow safety aspect as per SOP while using, transporting and storing
		3.2.3 Use suitable cleaning agents
		3.2.4 Identify risk factors when using cleaning agents

Basic Units

01. Practice workplace communication and interpersonal relations H55S030BU01
02. Apply occupational literacy and numeracy H55S030BU02
03. Work in teams H55S030BU03
04. Practice occupational health and safety measures procedures in a workplace H55S030BU04

Related Knowledge for Kitchen Steward

01. Arrange the workplace, equipment & utensils H55S030U01

- Operation of cleaning equipment
- Cleaning agents
- Knowledge of religious, cultural backgrounds
- Uses of relevant tools and equipment
- Knowledge of firefighting techniques and first aid
- Hygiene, health and safety guidelines
- Methods of sanitizing
- Standard operating procedures
- Time management according to the work plan
- Pest control
- Fire safety
- PPE

02. Clean and sanitize equipment & utensils H55S030U02

- Knowledge of equipment and tools
- Uses of different tools and equipment
- Knowledge of firefighting techniques and
- first aid
- Pest control
- Fire safety
- Hygiene, health and safety guidelines
- Standard operating procedure
- Time management according to the work
- Plan

03. Use cleaning agents and utilizations H55S030U03

- Knowledge of chemicals
- Uses of different tools and equipment
- Knowledge of firefighting techniques and first aid
- Pest control
- Fire safety
- Hygiene, health and safety guidelines
- Standard operating procedure
- Time management according to the work plan

04. Practice workplace communication and interpersonal relations H55S030BU01

- Safety symbols & procedures
- Mother tongue in both spoken and written form
- Basic English relevant to workplace and type of work
- Organization's rules, regulations and procedures
- General norms of polite conduct

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- Forms of address appropriate to customers and persons in different positions
- Basic knowledge of customs and practices of different ethnic and religious groups
- Good telephone manners
- Basic understanding of gender issues
- Basic knowledge of new trends in aluminum fabrication trade

05. Apply occupational literacy and numeracy H55S030BU02

- Grammar, spelling and syntax in mother tongue
- Basic English grammar, spelling and syntax
- Mathematical representation of physical quantities
- Basic Mathematical operations
- Adequate technical vocabulary in English
- Principles of basic of Geometry
- Basic knowledge of new trends in Machining trade

06. Work in teams H55S030BU03

- Simple concepts of team behavior
- Elementary group dynamics
- Basic knowledge in social and demographic structures

07. Practice occupational health and safety measures procedures in a workplace H55S030BU04

- Common workplace hazards
- Organization's procedures and safety check lists with regard to health and safety
- Methods of minimizing health risks and preventing accidents and dangerous occurrences
- Proper waste segregations and disposal methods
- Faulty equipment tagging and isolation procedures
- Dangers of using electrical tools in wet environment
- First aid
- Personal protective equipment for use in different situations
- Type of fire extinguisher
- Identify symptoms of communicable diseases / occupational diseases
- Safety signs and symbols
- Unsafe actions and unsafe conditions
- Safety devices
- Emergency response
- Awareness and sensitivity about the environment and environmental quality
- Material Safety Data Sheet

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