

Outcomes Based Audit Certificate II in Hospitality – Kitchen



Name of student: _____

Certificate details: _____

RTO: _____ Certificate issue date ____ / ____ / ____

Employer name: _____ Contact: _____

Y	N	Tasks	Comment
<input type="checkbox"/>	<input type="checkbox"/>	General cleaning	
<input type="checkbox"/>	<input type="checkbox"/>	Receive and handle stock in the appropriate manner ensuring accuracy of order received	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure stock is rotated within venue policy	
<input type="checkbox"/>	<input type="checkbox"/>	Maintain hygiene standards as per venue policy	
<input type="checkbox"/>	<input type="checkbox"/>	Foodstuffs are unloaded and stored appropriately based on safe food handling requirements	
<input type="checkbox"/>	<input type="checkbox"/>	OHS awareness - emergency situations, inert gases, chemicals, venue security	
<input type="checkbox"/>	<input type="checkbox"/>	OHS - comply with policies and procedures and actively participate in company OHS program	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental - use energy, water and other resources efficiently, recycling containers and safe disposal of all waste, especially hazardous substances	
<input type="checkbox"/>	<input type="checkbox"/>	Assist in cooking and presenting of meals during service periods under supervision	
<input type="checkbox"/>	<input type="checkbox"/>	Prepare meals or foodstuffs as instructed by and under the supervision of a cook/chef	
<input type="checkbox"/>	<input type="checkbox"/>	Basic understanding of the principles and methods of cooking	
<input type="checkbox"/>	<input type="checkbox"/>	Clean, cut and prepare raw meat, fish and poultry for cooking under supervision	
<input type="checkbox"/>	<input type="checkbox"/>	Peel, cut and clean up fruit and vegetables under supervision	
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate knife handling and cutting techniques	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure all tasks are completed in accordance with statutory and venue hygiene requirements	
<input type="checkbox"/>	<input type="checkbox"/>	Conform to statutory and venue personal hygiene requirements	
<input type="checkbox"/>	<input type="checkbox"/>	Clean designated areas complying with statutory and venue hygiene requirements including floors, counters, shelves, fixtures and fittings including walls and tiles	
<input type="checkbox"/>	<input type="checkbox"/>	Clean and maintain all equipment complying with statutory and venue hygiene requirements and also with all safety requirements	
<input type="checkbox"/>	<input type="checkbox"/>	Operate standard kitchen equipment for peeling, cutting, mixing, cleaning under supervision	

Comments: _____

Auditor name: _____ Signature: _____

Date ____ / ____ / ____

Outcomes Based Audit Certificate III in Hospitality – Kitchen



Name of student: _____

Certificate details: _____

RTO: _____ Certificate issue date ____ / ____ / ____

Employer name: _____ Contact: _____

Y	N	Tasks (In addition to cert 2)	Comment
<input type="checkbox"/>	<input type="checkbox"/>	To ensure that mise en place is prepared and adequate for each service period	
<input type="checkbox"/>	<input type="checkbox"/>	Dishes are prepared using standard recipe cards and are of a consistent high quality	
<input type="checkbox"/>	<input type="checkbox"/>	Dishes reach the hot plate or pass correctly garnished, the correct portion and size, presented on the prescribed serving dish in the prescribed manner	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure section is being kept clean and tidy at all times	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that apprentices, trainees and other kitchen staff receive guidance and direction as required	
<input type="checkbox"/>	<input type="checkbox"/>	Shortages and time delays are communicated promptly to the Head Chef	
<input type="checkbox"/>	<input type="checkbox"/>	Foodstuffs are used correctly so that wastage is kept to a minimum	
<input type="checkbox"/>	<input type="checkbox"/>	Able to prepare foods according to cultural or dietary needs	
<input type="checkbox"/>	<input type="checkbox"/>	Understanding of stock control procedures and requirements	
<input type="checkbox"/>	<input type="checkbox"/>	Plan and develop recipes and menus as required and taking into account such factors as seasonal availability of ingredients	
<input type="checkbox"/>	<input type="checkbox"/>	Assist with delegation of duties and preparation of rosters as necessary	
<input type="checkbox"/>	<input type="checkbox"/>	Provide supervision to ensure that the preparation of food is hygienic and a "clean as you go" discipline is adhered to	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all staff are clean and correctly dressed whilst in the kitchen	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure kitchen is cleaned down as per statutory requirements and venue policy after each service period	
<input type="checkbox"/>	<input type="checkbox"/>	Able to supervise and direct kitchen staff when Head Chef is absent from kitchen	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all communications between dining room and kitchen run smoothly	

Comments: _____

Auditor name: _____ Signature: _____

Date ____ / ____ / ____

Outcomes Based Audit

Certificate IV in Hospitality – Kitchen



Name of student: _____

Certificate details: _____

RTO: _____ Certificate issue date ____ / ____ / ____

Employer name: _____ Contact: _____

Y	N	Tasks (In addition to cert 2 & 3)	Comment
<input type="checkbox"/>	<input type="checkbox"/>	Develop standard recipe cards for all menu items	
<input type="checkbox"/>	<input type="checkbox"/>	Analyse recipes to advise on actual cost of menu items, based on food, labour and overhead costs	
<input type="checkbox"/>	<input type="checkbox"/>	Achieve KPI's (Key Performance Indicators) as determined by Management	
<input type="checkbox"/>	<input type="checkbox"/>	Plan, direct, and supervise the food preparation and cooking activities ensuring all areas receive food service of the required minimum standard	
<input type="checkbox"/>	<input type="checkbox"/>	Supervise and direct all kitchen staff to ensure that all areas receive food service of the required minimum standard	
<input type="checkbox"/>	<input type="checkbox"/>	Estimate amounts and costs of required supplies, such as food and ingredients and ensures adequate stock control procedures are in place	
<input type="checkbox"/>	<input type="checkbox"/>	Check all goods received against orders for accuracy as well as the quality of product	
<input type="checkbox"/>	<input type="checkbox"/>	Conduct stock takes as required	
<input type="checkbox"/>	<input type="checkbox"/>	Identify and report any level of dishonesty to Manager and/or Directors immediately	
<input type="checkbox"/>	<input type="checkbox"/>	Liaise with management regarding special requirements, VIP's, functions, specials etc	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all statutory hygiene requirements are diligently followed	
<input type="checkbox"/>	<input type="checkbox"/>	Report maintenance problems promptly, record all accidents and report injuries to management	
<input type="checkbox"/>	<input type="checkbox"/>	Supervise staff	
<input type="checkbox"/>	<input type="checkbox"/>	Induct staff within company policy and guidelines	
<input type="checkbox"/>	<input type="checkbox"/>	Monitor and coach staff with performance issues	
<input type="checkbox"/>	<input type="checkbox"/>	Discipline staff appropriately within company policy and report any disciplinary actions to management	
<input type="checkbox"/>	<input type="checkbox"/>	Monitor, assess and adjust staffing levels for safety and cost effectiveness, ensuring adequate customer service levels are maintained at all times	
<input type="checkbox"/>	<input type="checkbox"/>	Roster kitchen staff taking into account seasonal demands, leave requests, sickness and illness	
<input type="checkbox"/>	<input type="checkbox"/>	Monitor compliance with legislation eg signage	
<input type="checkbox"/>	<input type="checkbox"/>	Monitor and adhere to company Occupational Health and Safety policy in relation to the health and safety of employees and third parties who may be on the premises	
<input type="checkbox"/>	<input type="checkbox"/>	Complete administration work as required and in a timely fashion	

Comments: _____

Auditor name: _____ Signature: _____

Date ____ / ____ / ____