

	Unit ID: 314
Domain	COMMERCIAL COOKERY AND CATERING
Title:	Prepare and present sandwiches in a hospitality establishment
Level: 3	Credits: 6

Purpose

This unit standard specifies the competency required to prepare and present sandwiches in a hospitality establishment. People credited with this unit standard are able to: assemble and prepare basic sandwiches; assemble and prepare complex sandwiches for service; present a variety of sandwiches for service; and package and store sandwiches.

Special Notes

1. Entry information

Prerequisites:

- Unit 42 *Follow workplace health, safety and hygiene procedures in a hospitality establishment* or demonstrated equivalent knowledge and skills
- Unit 292 *Practice food safety methods in a hospitality establishment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace or simulated workplace in which there is a high degree of realism that replicates a commercial workplace setting. Where a simulated workplace is used, candidates must:

- be placed under realistic time pressures
- use commercial equipment for both training and assessment
- encounter realistic customer/staff ratios.

While the end user in the assessment activity need not be a guest, there must be documented evidence of multiple occasions where the candidate has produced product or similar for guests who have the expectations of a paying guest.

3. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, technical unit standards in this Domain.

4. All establishment orders and production cost control systems must be used in accordance with systems requirements and establishment procedures.

5. Glossary
- The term *establishment requirements* or procedures refers to any policy, procedure, recipe, or agreed requirement, either written or oral, that is made known to the worker in the kitchen for use in their work.
 - *Safe working practices* include day to day observation of safety policies and procedures, legislative requirements and professional requirements.
 - *Specifications* refers to any, or all of the following: manufacturer's specifications and recommendations, establishment specific requirements.
6. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with establishment procedures and manufacturer's instructions.
7. Regulations and legislation relevant to this unit standard include the following:
- Labour Act No 11 2007 as amended
 - The Social Security Act 1994
 - The Employee Compensation Amendment Act 5 of 1995
 - Tobacco Products Control Act No 1 of 2010
 - Public Health Amendment Act 45 of 1976
 - The International Health Regulation Act 28 of 1974
 - Regulations relating to the Health and Safety of employees at work, 1997 and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Assemble and prepare basic sandwiches

Range

Basic sandwiches means one or two slices of bread, open or closed, with a maximum of three types of hot and/or cold fillings. The sandwiches can be plain and/or toasted. Basic sandwiches use routine preparation and cooking methods, using fresh ingredients, and standard finishing and presentation techniques.

Quality includes but is not limited to appearance, smell, expiry date requirements.

Performance Criteria

- 1.1 Food items and other ingredients required for basic sandwiches are assembled according to type, quality, and quantity required in line with establishment procedures.
- 1.2 Basic sandwiches are prepared in line with establishment procedures.
- 1.3 Any waste generated during preparation and cooking is disposed of or recycled in line with safety and establishment requirements.
- 1.4 Food safety and safe food handling practices are applied in preparation and any cooking in line with standard industry practice and legislative requirements.

Element 2: Assemble and prepare complex sandwiches for service

Range

Complex sandwiches use an intricate combination of advanced preparation techniques, cooking methods and processes, using fresh ingredients, different flavours and textures and innovative finishing and presentation techniques.

Complex sandwiches may include finger, layered, open, toasted, grilled, pinwheel and can also be hamburgers, Hot Dogs, Club sandwiches, smorebrod, Croque Mourieer, Panini, focaccia.

Bread includes but is not limited to sliced, unsliced, brown, white, rolls, pita, brotchen, specialty breads, baguettes.

Fillings include but are not limited to fats, pastes, spreads, cooked meat, poultry or fish, eggs, vegetables, fruit, cheese, sauces, dressings, relishes.

Preparation methods for fillings include but are not limited to spreading, slicing, grating, mixing, mashing, shelling, peeling, grilling, toasting, frying, rolling.

Quality requirements include appearance, texture, aroma, expiry date, temperature.

Performance Criteria

- 2.1 Bread and fillings are selected, taking into account quality and quantity requirements in line with establishment procedures.
- 2.2 Bread and fillings for complex sandwiches are prepared in line with establishment procedures.
- 2.3 Sandwiches are assembled, ensuring uniformity of shape, size and fillings, in line with establishment procedures.
- 2.4 Any waste generated during preparation and cooking is disposed of or recycled in line with safety and establishment requirements.

- 2.5 Food safety and safe food handling practices are applied in preparation and any cooking in line with standard industry practice and legislative requirements.

Element 3: Present a variety of sandwiches for service

Range

Portion refers to the allocation of an amount of food or beverage to each person.

Plate refers to the placement and arrangement of food for a person on their plate or in their bowl.

Serve refers to the offering or display of food to guests in accordance with their requests where relevant, or putting of food before guests.

Portioning, plating and serving must be undertaken with the dishes prepared in the other Elements of this unit standard.

Performance Criteria

- 3.1 Sandwiches with same fillings are grouped together for easy customer identification in line with establishment procedures.
- 3.2 Any sauces and garnishes are arranged in line with establishment procedures.
- 3.3 Sufficient supplies of clean, undamaged crockery are made available at temperatures appropriate for food service in line with establishment procedures.
- 3.4 Sandwiches are portioned in line with establishment procedures.
- 3.5 Sandwiches are plated and presented in line with requirements for specified dishes and establishment procedures.
- 3.6 Effective teamwork is implemented with kitchen and food service staff to ensure timely and quality service of food in line with establishment procedures.
- 3.7 Food is served to guests or displayed in public areas as required, at the correct temperature in line with requirements for specified dish and establishment procedures.
- 3.8 Personal hygiene practices are maintained in line with food safety and establishment procedures.
- 3.9 Sandwiches are kept covered until service and are served within acceptable timeframes or kept at acceptable temperatures for service in line with guest and establishment requirements.

Element 4: Package and store sandwiches

Range

Suitability includes quality, shelf-life, food safety and hygiene condition, portions.

Requirements of packaging materials may include but are not limited to non-contaminating, appropriate dimensions for selected food, visually appropriate to functional need, capable of protecting food from damage, environmentally appropriate, stackable and transportable.

Packing requirements include but are not limited to compliance with hygiene, food safety, health and environmental requirements.

Performance Criteria

- 4.1 Sandwiches are inspected for suitability for packaging and storage in line with establishment procedures.
- 4.2 Suitable packaging materials are selected for sandwiches in line with establishment procedures.
- 4.3 Sandwiches are packed in line with guest and establishment requirements.
- 4.4 Packed sandwiches are labelled and stored in line with industry and establishment requirements.
- 4.5 Food safety and safe food handling practices are applied in packaging in line with standard industry practice and legislative requirements.

Registration Data

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