



Republic of Rwanda
Ministry of Education



RTB | RWANDA
TVET BOARD

- FOOD AND BEVERAGE HYGIENE AND SAFETY

FBOHS301

Practice Food and Beverage Hygiene and Safety

Competence

RQF Level: 3

Learning Hours



40

Credits: 4

Sector: Hospitality and Tourism

Trade: Food and Beverage Operations

Module Type: Specific

Curriculum: HOTFBO3001 - TVET Certificate 3 in Food and Beverage Operations

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Purpose statement	This module describes the skills, knowledge and attitude required to maintain food and beverage hygiene and safety. At the end of this module, the trainees will be able to maintain personal hygiene, maintain food and beverage safety, maintain hygiene of food and beverages, maintain hygiene of the kitchen and Restaurant under minimum supervision.				
Learning assumed to be place	Demonstrate Basics of Chemistry, Demonstrate Basic knowledge of General Biology, Demonstrate basic knowledge of mathematics.				
Delivery modality	Training delivery	100%	Assessment	Total 100%	
	Theoretical content	30%	Formative assessment	30%	
	Practical work:	70%		70%	50%
	<ul style="list-style-type: none"> Group project and presentation 				
	<ul style="list-style-type: none"> Individual project /Work 	50%			
	Summative Assessment			50%	

Elements of Competency and Performance Criteria

Elements of competency	Performance criteria
1. Maintain personal hygiene	1.1 Kitchen and Restaurant uniform is properly identified according to the company standard.
	1.2 Body hygiene and grooming is adequately maintained as per safety standard
	1.3 Personal attitudes and behaviors are properly maintained at workplace.
2. Maintain food and beverage safety	2.1 Tools and equipment are efficiently handled as per safety guidelines.
	2.2 Cleaning agents and tools are safely selected according to the type of stains.
	2.3 Tools, equipment and utensils are appropriately cleaned as per safety guidelines.
	2.4 Personal protective equipment is properly used according to the safety standards.
	2.5 Equipment, utensils, and chemicals are appropriately as per standards.
3. Maintain hygiene of food and beverages	3.1 Received supplies are properly inspected for hygiene and quality and safety.
	3.2 High-risk foods are kept away from raw foods as per safety guidelines.
	3.3 Cleaning materials are kept away from food and beverages as per safety standards.
	3.4 Food and beverages are properly stored as per safety standards.
4. Maintain hygiene of	4.1 Cleaning agents and tools are appropriately identified as per type of the surface.
	4.2 Cleaning techniques for walls, floors, shelves, and worktops are adequately performed according to the Kitchen hygiene and safety standard.

the kitchen and Restaurant	4.3 Pest control measures are adequately maintained.
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Course content

Learning outcomes	<p>At the end of the module the learner will be able to:</p> <ol style="list-style-type: none"> 1. Maintain personal hygiene 2. Maintain food and beverage safety 3. Maintain hygiene of food and beverages 4. Maintain hygiene of the kitchen and Restaurant
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Learning outcome 1: Maintain Personal Hygiene	Learning hours: 5
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Indicative content

- Description of commis chef uniform
 - ✓ Chef hat
 - ✓ Neck tie
 - ✓ Chef jacket
 - ✓ Apron
 - ✓ Torchon
 - ✓ Trousers/skirts
- Identification of waiter/waitress uniforms
 - ✓ Black shoes
 - ✓ Shirt
 - ✓ Trouser/skirt
 - ✓ Neck tie
 - ✓ Napkin
- Identification of PPEs
 - ✓ Gloves
 - ✓ Safety shoes
 - ✓ Masks
 - ✓ Cold room Jacket
- The importance of using chef's uniform
 - ✓ Prevention of food contamination
 - ✓ Personal safety
 - ✓ Identity
- Practice body hygiene and grooming
 - ✓ Maintenance of body hygiene

<ul style="list-style-type: none"> ✓ Maintenance of proper grooming ✓ Importance of body hygiene and grooming • Identification of personal attitudes and behaviours <ul style="list-style-type: none"> ✓ Unprofessional personal attitudes and behaviours ✓ Professional personal attitudes and behaviours 	
Resources required for the learning outcome	
Equipment	N/A
Materials	Hand soaps, hand sanitizers and hand towel ,Didactic materials (boards, flip charts, markers, pens, session plans, computer, internet resources)
Tools	Chef uniforms, restaurant uniforms, safety shoes.
Facilitation techniques	Brainstorming , Research ,Observation ,Demonstration and simulation, Individual and group work, Practical exercise , Individualized , Group discussion , Presentation
Formative assessment methods	Written assessment , Oral presentation , Performance assessment ,Product based assessment

Learning outcome 2: Maintain Food and Beverage Safety	Learning hours: 10
Indicative content	
<ul style="list-style-type: none"> • Implementation of kitchen and restaurant safety precautions <ul style="list-style-type: none"> ✓ Precautions for cutting tools ✓ Precautions for appliances ✓ Precautions for cookers and burners ✓ Precautions for ovens ✓ Precautions for cutting machines ✓ Precautions for cleaning chemicals ✓ Precautions for trolleys ✓ Precautions for fridges and freezers. • Description of Personal protective equipment: <ul style="list-style-type: none"> ✓ Gloves ✓ Safety shoes ✓ Masks ✓ Cold room Jacket ✓ Goggles • Storages techniques for kitchen and restaurant tools /utensils <ul style="list-style-type: none"> ✓ Storing techniques for cooking utensils 	

<ul style="list-style-type: none"> ✓ Storing techniques for appliances ✓ Storing techniques for cookers ✓ Storing techniques for fridge and freezers ✓ Storing techniques for pots and pans • Identification of food hazards <ul style="list-style-type: none"> ✓ Physical hazards ✓ Chemical hazards ✓ Biological hazards
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Resources required for the indicative content
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Equipment	Cookers, ovens, grillers and deep fat fryer. gas burners, electrical oven, deep fat fryers, food processor, fridges and freezers, side boards, restaurant tables and chairs, fridge, guerdon trolley, steam table, plate warmer, fridge /freezer, shelves and ice machine.
Materials	Hand sanitizers, washing cream, Hand sanitizer, Brooms, Mops, Brushes, Rubber gloves, Sponge mop, Dust bin, cleaning clothes, Vacuum cleaner, Paper towels, Spray bottles, Glass cleaning clothes, Dish washing agents, Oven cleaners and Floor detergents, Polishes All-purpose cleaners, Stain removers, Air fresheners, Sanitizers /disinfectants, Didactic materials (boards, flip charts, markers, pens, session plans, computer, internet resources)
Tools	Gloves, safety shoes, masks, cold room jacket, goggles, dust pan and bucket, brooms, mops, brushes, dust pan, bucket, rubber gloves, sponge mop, dust bin, cleaning clothes, vacuum cleaner, paper towels, spray bottles, glass cleaning clothes, storage boxes Drawers Storage racks, Storage containers.
Facilitation techniques	Brainstorming ,Research ,Observation ,Demonstration and simulation, Individual and group work, Practical exercise ,Individualized, Group discussion ,Presentation
Formative assessment methods	Written assessment ,Oral presentation, Performance assessment ,Product based assessment

Learning outcome 3: Maintain Food and Beverage Hygiene	Learning hours: 5
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Indicative content
<ul style="list-style-type: none"> • Inspection of hygiene for received supplies <ul style="list-style-type: none"> ✓ Hygiene in food transportation facilities ✓ Hygiene for food handlers • Implementation of handling guidelines for food supplies <ul style="list-style-type: none"> ✓ Keep high-risk foods away from raw foods ✓ Keep cleaning materials away from food and beverages supplies • Identification and selection of cleaning agents/chemicals

- ✓ Detergents
- ✓ Abrasives
- ✓ Acids
- ✓ Absorbents
- ✓ Solvents
- ✓ Deodorants
- ✓ Polishes
- ✓ Degreasers
- **Identification of cleaning tools and equipment**
 - ✓ Washing tools
 - ✓ Washing equipment
 - ✓ Wiping and drying tools
- **Cleaning methods for kitchen and restaurant tools, equipment and utensils**
 - ✓ Dusting
 - ✓ Wiping
 - ✓ Sanitizing
 - ✓ Brushing
 - ✓ Polishing
 - ✓ Washing
 - ✓ Drying
 - ✓ Scrubbing
- **Washing procedures for food and beverage**
 - ✓ Washing
 - ✓ Rinsing

Resources required for the indicative content

Equipment	Cookers, ovens, grillers and deep fat fryer and kitchen appliances.
Materials	Hand sanitizers, washing cream, Hand sanitizer, Brooms, Mops, Brushes, Rubber gloves, Sponge mop, Dust bin, cleaning clothes, Vacuum cleaner, Paper towels, Spray bottles, Glass cleaning clothes, Dish washing agents, Oven cleaners, floor detergents, fruits and vegetables butchers meat, poultry and fish, dairy products, canned food and dry food. Didactic materials (boards, flip charts, markers, pens, session plans, computer, internet resources)
Tools	Gloves, Safety shoes, Masks, Cold room Jacket, Goggles, Dust pan and Bucket
Facilitation techniques	Brainstorming ,Research ,Observation ,Demonstration and simulation, Individual and group work, Practical exercise ,Individualized ,Group discussion ,Presentation
Formative assessment methods	Written assessment, Oral presentation, Performance assessment, Product based assessment

Indicative content

- **Use cleaning agents and tools.**
- Apply cleaning techniques for walls, floors, shelves, and worktops
- Description of hygiene for kitchen and restaurant premises
 - Types of kitchen and restaurant surfaces
 - ✓ Walls
 - ✓ Floors
 - ✓ Ceiling
 - ✓ Worktops/countertops
 - ✓ Sinks
 - Application of cleaning techniques for kitchen and restaurant surfaces
 - ✓ Mopping
 - ✓ Vacuuming
 - ✓ Washing
- Categories of pests
 - ✓ Rodents
 - ✓ Cockroaches
 - ✓ Ants
 - ✓ Weevils
 - ✓ Flies
 - ✓ Rizzards
 - ✓ Mosquitoes
- Application of pest control methods
 - ✓ Electronic fly killer
 - ✓ Time release aerosols/sprays
 - ✓ Fumigations
 - ✓ Traps
 - ✓ Insecticides
 - ✓ Rodenticides
 - ✓ Heat treatment
 - ✓ Fogging
- Use pest control preventive measures
 - ✓ Good cleaning practices
 - ✓ Seal food before storage
 - ✓ Maintain drainage system
 - ✓ Proper waste disposal
 - ✓ Continuous monitoring
 - ✓ Periodic fumigation

Resources required for the indicative content

Equipment	Cookers, ovens, grillers and deep fat fryer.
Materials	Hand sanitizers, washing cream, Hand sanitizer, Brooms, Mops, Brushes, Rubber gloves, Sponge mop, Dust bin, cleaning clothes, Vacuum cleaner, Paper towels, Spray bottles, Glass cleaning clothes, Dish washing agents, Oven cleaners and Floor detergents Didactic materials (boards, flip charts, markers, pens, session plans, computer, internet resources)
Tools	Gloves, Safety shoes, Masks, Cold room Jacket, Goggles, Dust pan and Bucket
Facilitation techniques	Brainstorming ,Research ,Observation ,Demonstration and simulation, Individual and group work, Practical exercise ,Individualized ,Group discussion ,Presentation
Formative assessment methods	Written assessment, Oral presentation, Performance assessment, Product based assessment

Integrated/Summative assessment (For specific module)

Integrated situation

X Hotel is a busy hotel located in NGOMA District. The hygiene is critical issue at X Hotel. There have been several customers' complaints on hygiene in the food service area. IPRC NGOMA has been contracted to assist X Hotel with placing hygiene and food safety standards. As a level III food and beverages operations candidate, Your Head of Department has requested you to clean and sanitize the surfaces provided in the kitchen and restaurant within two hours. Maintain personal hygiene throughout this exercise.

1. Clean and sanitize Working tables (30 minutes)
2. Clean and sanitize Floor (30 minutes)
3. Fridges (30 minutes)
4. The sinks (30 minutes)

Resources

Tools	<ul style="list-style-type: none"> Brushes/brooms, Brooms, Mops, brushes, dust pan, bucket, rubber gloves, sponge mop, dust bin, cleaning clothes, vacuum cleaner, paper towels, spray bottles, glass cleaning clothes
Equipment	<ul style="list-style-type: none"> Sink, scrubbing machine, materials, liquid/powder detergents, degreasers, sanitizers/disinfectants, mops, wiping cloth.
Materials/ Consumables	<ul style="list-style-type: none"> Oils/fats, Rice, Irish potatoes, Spinach, Carrots, Onions, Water, Garlic, Dairy products, sweet potatoes, Herbs and spices.

Assessable outcomes	Assessment criteria (Based on performance criteria)	Indicator	Observation		Marks allocation
			Yes	No	
Learning outcome 1: Maintain personal hygiene (15%)	1.1. Kitchen and Restaurant uniform is properly identified according to the company standard.	Ind.1 Kitchen and Restaurant uniform is properly identified according to the company standard.			5
		Ind.2 Body hygiene and grooming is adequately maintained as per safety standard			5
		Ind.3 Professional and unprofessional personal attitudes and behaviors			5

		are properly maintained at workplace.			
Learning outcome 2: Maintain food and beverage Hygiene 35%	1.1 Tools and equipment are efficiently handled as per safety guidelines.	Ind.1 Safe handling procedures for kitchen tools well applied			5
		Ind.2 Safe handling procedures for restaurants tools is well applied			5
		Ind.3 Safe handling procedures for Kitchen and restaurant equipment is well applied			5
	1.2 Tools, equipment and utensils are appropriately cleaned as per safety guidelines.	Ind.1 Cleaning methods for kitchen and restaurant surfaces are well applied			6
		Ind.2 Cleaning procedures techniques kitchen and restaurant surfaces are well applied			6
		Ind.3 Cleaning methods for kitchen and restaurant tools, equipment and utensils are well done			6
Learning outcome 2: Maintain food and beverage safety (20%)	2.1 Tools and equipment are efficiently handled as per safety guidelines.	Ind.1 Basic maintenance tasks are performed			2
		Ind.2 Safety precautions for appliances are maintained.			2
		Ind.3 Safety precautions for machineries are maintained.			5
	2.2 Cleaning agents and tools are safely selected	Ind.1 Cleaning tools are clearly Identified and selected			2

	according to the type of stains.	Ind.2 Cleaning tools are clearly Identified and selected			2
	2.3 Personal protective equipment is properly used according to the safety standards.	Ind.1 Personal protective equipment are clearly Identified			3
		Ind.2 PPE's are regularly used			5
Learning outcome 3: Maintain hygiene of kitchen and restaurant premises (30%)	3.1 Cleaning agents and tools are appropriately used	Ind.1 Identifications of kitchen and restaurant surfaces is well done			2
		Ind.2 Using cleaning tools is well used			3
		Ind.3 Cleaning agents/chemicals are correctly applied			3
	4.2 Cleaning techniques for walls, floors, shelves, and worktops are appropriately applied	Ind.1 Importance of cleaning kitchen and restaurant are properly identified			2
		Ind.2 Cleaning schedule for different surfaces is well done			2
		Ind.3 Application of procedures to clean kitchen surfaces are well followed			5
	3.2 Pest control measures are significantly maintained	Ind.1 Categories of pests are properly identified			3
		Ind.2 Pest control methods are correctly applied			5
		Ind.3 Pest control preventive measures are used			5

Total marks	100
Percentage Weightage	100%
Minimum Passing line % (Aggregate): 70%	

References:

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2. De Vekey RC (2001). *Bricks blocks and masonry made from aggregate concrete: Part 2 – APPEarance and environmental aspects*, BRE Digest 460, Part 2.
3. M.Rashad Islam & Rafiqul A Tarelder, *Pavement Design: Materials, Analysis*,2016, McGraw-Hill Education
4. Norbert J. Delatte, *Concrete Pavement Design, Construction, and Performance Second Edition*,2016 Routledge
5. William & Radford, *Cement Houses and How to Build Them* ,1996, McGraw-Hill Education