

**Accreditation** : This Module is a Nationally Accredited Course

**Title** : **WRRFM1B – MERCHANDISE FOOD PRODUCTS**

**Field Of Study** : **MERCHANDISING**

### What is this course all about?

This unit involves the preparation, arrangement and presentation of food products, including convenience foods within the store. It includes the setting up and maintenance of displays and labelling or pricing of stock. It also includes the handling, protection and storage of food products for display or sale.

### When you have finished this course you should be able to demonstrate your ability to:

#### Prepare food stock - WRRFM1B/01

- ❑ Preparation and handling requirements for specific food products are identified and applied according to legislative requirements and store procedures.
- ❑ Food preparation tools and equipment used according to approved occupational health and safety procedures.
- ❑ Food preparation tools and equipment cleaned, maintained and stored according to store procedures and legislative requirements.
- ❑ Food products wrapped or packaged as required according to store procedures and legislative requirements.

#### Place and arrange food stock - WRRFM1B/02

- ❑ Food stock unpacked in accordance with legislative requirements and store procedures.
- ❑ Food products checked for freshness and placed in/on display units in specified locations.
- ❑ Food stock rotated according to shelf life, use by dates, store procedures and legislative requirements.
- ❑ Damaged, deteriorated, spoiled or out of date stock identified and corrective action taken according to store procedures and legislative requirements.
- ❑ Food products displayed and stored to avoid cross contamination as indicated in store procedures and legislative requirements.

### Prepare and display labels and tickets - WRRFM1B/03

- ❑ Labels/tickets for window, wall or floor displays, display units or products prepared according to store policy.
- ❑ Stock is date coded as required.
- ❑ Soiled, damaged, illegible or incorrect labels/tickets identified and corrective action taken.
- ❑ Late mark-downs/reductions identified and ticketed according to store policy.
- ❑ Ticketing equipment maintained and stored in a secure location.
- ❑ Tickets/labels are visible, correctly priced and placed on merchandise to conform with store procedures and legislative requirements.

### Maintain food displays - WRRFM1B/04

- ❑ Special promotion areas reset and dismantled as required.
- ❑ Food products are arranged/faced up as directed and/or according to layout specifications, load bearing and load limit capacity of fixtures, display or storage units
- ❑ Unsuitable or out of date displays identified, reset and/or removed as directed.
- ❑ Optimum stock levels identified and stock replenished according to store procedures.
- ❑ Display areas maintained in a clean and tidy manner with excess packaging removed.

### Protect food stock - WRRFM1B/05

- ❑ Correct handling, storage and display techniques identified and used according to stock characteristics and legislative requirements.
- ❑ Food handling implements used and changed according to legislative requirements and store procedures
- ❑ Fragile or expensive stock identified and handled with extra care to prevent damage or deterioration.
- ❑ Correct temperatures for product range(s) identified and maintained according to legislative requirements and store procedures.
- ❑ Storage/display units checked, maintained and cleaned according to store procedures.
- ❑ Temperature irregularities reported to appropriate personnel without delay.

### Some examples of individuals that will benefit from these courses are: -

- ❑ Managers /Supervisors / Team leaders
- ❑ Administration
- ❑ Sales / Customer Services Staff / Operations Staff

You will have better skills & knowledge and familiarise yourself more in the following areas –

*Competency in this unit requires evidence that, you the candidate: -*

- ❑ Consistently applies store policies and procedures in regard to hygiene and sanitation practices.
- ❑ Consistently applies store policies and procedures for the preparation, arrangement, presentation, handling and storage of food products;
- ❑ Consistently applies store policies and procedures in regard to displaying, merchandising, ticketing, pricing and storage of stock;
- ❑ Displays merchandise on fixtures shelves/display areas, in determined locations, in accordance with special manual handling techniques and other safety requirements;
- ❑ Prepares display labels and price tickets for merchandise with regard to store policies and procedures.
  
- ❑ Store policies and procedures, in regard to:
  - ❑ merchandising, ticketing and pricing;
  - ❑ correct storage of stock;
  - ❑ location of display areas;
  - ❑ availability and use of display materials;
  - ❑ stock rotation;
  - ❑ stock replenishment;
  - ❑ scheduling building and rotating displays.
  - ❑ correct manual handling techniques for protection of self and merchandise.
  - ❑ correct storage procedures for labelling/ticketing equipment and materials.
  - ❑ Preparation of food products for display.
  - ❑ Labelling and ticketing items and displays.
  - ❑ Pricing procedures including Goods and Services Tax (GST) requirements;
  - ❑ Elements and principles of design and trends in retail design;
  
- ❑ Skills in:
  - ❑ Use and maintenance of electronic labelling/ticketing equipment;
  - ❑ reading and interpreting store procedures and guidelines;
  - ❑ weighing and measuring of goods
  - ❑ machine or manual preparation of labels/tickets

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- ❑ Relevant occupational health and safety legislation/regulations/codes of practice
- ❑ Trade Practices and Fair Trading Acts;
- ❑ Relevant industry codes of practice
- ❑ pricing procedures including Goods and Services Tax (GST) requirements;
- ❑ manual handling;
- ❑ waste disposal;
- ❑ environmental protection;
- ❑ industry codes of practice;
- ❑ food safety regulations;

What Recognition will you achieve?

Where demonstrated competencies have been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9854-6124 or simply visit our website on [www.matrixtraininggroup.com/downloads.php](http://www.matrixtraininggroup.com/downloads.php) In order to download this application.

### What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is [www.matrixtraininggroup.com](http://www.matrixtraininggroup.com)
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.