

## JOB PROFILE CHART (JPC)

<b>SECTOR</b>	<b>HOSPITALITY AND TOURISM</b>		
<b>SUB SECTOR</b>	<b>KITCHEN</b>		
<b>JOB AREA</b>	<b>BAKERY PRODUCTION</b>		
<b>JOB LEVEL</b>	<b>TWO (2)</b>	<b>JOB AREA CODE</b>	



## COMPETENCY PROFILE (CP)

<b>Sub Sector</b>	KITCHEN			
<b>Job Area</b>	BAKERY PRODUCTION			
<b>Level</b>	Two (2)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Safety, health and hygiene practices		Safety, health and hygiene practices is to handle and practices safety, health and hygiene in accordance with production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practices (GMP) and Halal requirements. The personnel who are competent in safety, health and hygiene practices shall be able to carry out safety, health and hygiene practices to meet required production quality.	1. Identify safety, health and hygiene practices requirements  2. Plan safety, health and hygiene practices activities  3. Carry out safety, health and hygiene practices  4. Evaluate safety, health and hygiene practices conformance  5. Report safety, health and hygiene practices activities	1.1 Standard practice of safety in bakery kitchen determined 1.2 Types of potential injuries in bakery kitchen determined 1.3 Causes and implication of various type of injuries determined 1.4 Kitchen safety & hygiene procedures and guidelines outlined 2.1 Differentiate main items inside first aid kits and their functions 2.2 First aid kit accessible location determined 2.3 Methods of handling injuries determined 3.1 Fire extinguishers expiry date checked 3.2 Expiry date of items in first aid kit checked 3.3 First aid kit maintained 4.1 Safety health and hygiene practices in pastry kitchen assessed 5.1 Safety, health and hygiene practices activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Sweet and savoury filling preparation		Sweet and savoury filling preparation is to produce filling in accordance with standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in sweet and savoury filling preparation shall be able to carry out sweet and savoury filling preparation and end product storage to meet required quality and quantity.	<ol style="list-style-type: none"> <li>1. Identify sweet and savoury filling preparation requirements</li> <li>2. Prepare sweet and savoury filling <i>mise en place</i></li> <li>3. Carry out sweet and savoury filling preparation</li> <li>4. Carry out filling end product storage</li> <li>5. Evaluate sweet and savoury filling quality and quantity</li> <li>6. Record sweet and savoury filling preparation activities</li> </ol>	<ol style="list-style-type: none"> <li>1.5 Types of sweet and savoury filling product, production quantity and delivery time determined</li> <li>1.6 Sweet and savoury filling standard recipe, product ingredients and production workflow determined</li> <li>2.1 Cooking utensils arranged according to requirements</li> <li>2.2 Ingredients scaled and weighted according to standard recipe</li> <li>3.1 Sweet and savoury filling produced according to standard recipe</li> <li>4.1 Sweet and savoury filling stored according to the Standard Operating Procedure (SOP)</li> <li>5.1 Sweet and savoury filling colour, texture, flavour, taste, aroma and quantity according to standing order</li> <li>6.1 Sweet and savoury filling preparation activities reported to superior</li> </ol>