

Reference No.

SELF ASSESSMENT GUIDE

Qualification:	SHIPS' CATERING SERVICES NC I		
Units of Competency Covered:	<ul style="list-style-type: none"> • Observe Personal Hygiene • Practice Food Safety, Sanitation And Hygiene • Observe Catering Health And Safety Practices • Protect Marine Environment/Waste Segregation Management • Work Within Multi-Cultural And Religious Environment • Perform Mess Hall Service • Perform Housekeeping Services • Assist In Receiving And Storing Provision And Supplies 		
Instruction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
OBSERVE PERSONAL HYGIENE			
• Wear appropriate and clean protective clothing			
• Wash hands before handling food			
• Wash hands after handling raw food			
• Practice personal hygiene to comply with the requirements of the ship's food safety program			
• Observe general health & hygiene practices			
PRACTICE FOOD SAFETY, SANITATION AND HYGIENE			
• Identify sources of food contaminants			
• Apply procedures to control contamination			
• Apply standard cleaning/sanitizing procedures			
• Store and serve food at correct temperature			
OBSERVE CATERING HEALTH AND SAFETY PRACTICES			
• Practice good housekeeping within the galley			
• Use storm bars and safety precautions during rough weather			

<ul style="list-style-type: none"> Operate electrical and mechanical equipment stalled in the galleys 		
PROTECT MARINE ENVIRONMENT/WASTE SEGREGATION MANAGEMENT		
<ul style="list-style-type: none"> Segregate/sort waste is based on international regulations 		
<ul style="list-style-type: none"> Collect and segregate garbage following existing marine environment protection regulations* 		
<ul style="list-style-type: none"> Dispose garbage according to relevant guidelines on garbage disposal to ensure protection of marine environment* 		
<ul style="list-style-type: none"> Apply international regulations on disposal of garbage (e.g. plastic, glass and other non-bio-degradable items) 		
WORK WITHIN MULTI-CULTURAL AND RELIGIOUS ENVIRONMENT		
<ul style="list-style-type: none"> Apply knowledge of food requirements based on religious or cultural differences 		
<ul style="list-style-type: none"> Apply knowledge on food preparation and preferences of ship's crew 		
PERFORM MESS HALL SERVICE		
<ul style="list-style-type: none"> Prepare pantry area for service* 		
<ul style="list-style-type: none"> Comply with occupational safety and health practices* 		
<ul style="list-style-type: none"> Demonstrate proper handling and care of tools and equipment* 		
<ul style="list-style-type: none"> Set-up and clears tables* 		
<ul style="list-style-type: none"> Identify faults and problems and the necessary corrective action* 		
<ul style="list-style-type: none"> Set-up tableware 		
<ul style="list-style-type: none"> Set-up condiments 		
<ul style="list-style-type: none"> Monitor hot holding food equipment 		
<ul style="list-style-type: none"> Greet and assist officers/and or visitors in sitting 		
<ul style="list-style-type: none"> Check prepared food for completeness 		
<ul style="list-style-type: none"> Serve food* 		
<ul style="list-style-type: none"> Buss out unused/soiled plates/flat wares 		
<ul style="list-style-type: none"> Clean and check tables and chairs 		
<ul style="list-style-type: none"> Remove from table and return condiments/shakers to designated storage 		
<ul style="list-style-type: none"> Clean tables and chairs 		
<ul style="list-style-type: none"> Scrape, sort and stock table ware 		

• Clean and dry table wares		
• Secure cleaned table wares		
• Dispose waste		
PERFORM HOUSEKEEPING SERVICES		
• Prepare appropriate cleaning materials and equipment		
• Perform cabin service*		
• Change linens and towels		
• Collect and sort soiled linens and towels		
• Sort and store washed items		
• Perform bed setting		
• Dust headboard, furniture, appliances and port holes		
• Clean cabin and toilets		
• Replenish cabin and toilet amenities		
• Clean air ducts, lights, walls and ceiling		
• Check furniture, appliances, light and air vents		
• Perform vacuum cleaning to all carpeted areas in the cabin		
• Clean assigned areas and its contents		
• Apply stripping and waxing of deck		
• Maintain cleanliness in the assigned areas*		
• Collect and dispose garbage		
• Handle and dispose waste*		
• Clean equipment after use		
• Store cleaning materials*		
• Segregate and store garbage according to type		
• Apply garbage disposal procedures		
• Secure and transport garbage collected		
• Check, clean and sanitize garbage containers		

• Store cleaning materials and equipment		
• Keep cleaning materials labeled with its original container		
• Monitor, record/report usage of cleaning materials to supervisor		
PROVIDE ASSISTANCE IN RECEIVING AND STORING OF PROVISIONS AND SUPPLIES		
• Keep clean and free storeroom from obstruction		
• Prepare trolley to transport provision and supplies		
• Prepare and use weighing scale in accordance		
• Inspect provisions and supplies received		
• Provide assistance in receiving the provision*		
• Provide assistance in storing the provision*		
• Perform task using prescribed PPEs		
• Transport and arrange provisions and supplies in First In First Out (FIFO) order		
• Identify and apply Stocks Control System		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name & Signature	Date:	