

**SIT07 Tourism and Hospitality
Training Package**

SITHFAB227A Operate and monitor cellar systems

Learner guide

Version 1

**Training and Education Support
Industry Skills Unit
Meadowbank**



Product Code: 4007

Acknowledgments

The TAFE NSW Training and Education Support Industry Skills Unit, Meadowbank would like to acknowledge the support and assistance of the following people in the production of this learner resource guide:

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Thanks to the following companies for their support and permission to use diagrams and photographs:

Andale Beverage Systems	www.andale.com.au
B.O.C. Limited	www.boc.com.au
Bracton Industries	www.bracton.com
Foster's Australia	www.fostersgroup.com
Lion Nathan	www.lion-nathan.com

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ISBN: 978 1 74236 147 5

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Cellar Attendant

The cellar attendant plays an important role in ensuring adequate supplies of beverages to bars and controlling stock to avoid waste or theft. A good cellar attendant will therefore contribute directly to the profitability and smooth running of an establishment.

Job Description:

BULK BEVERAGE SYSTEMS

1. Cleaning and maintaining the draught beer system and keeping records up to date of equipment servicing.
2. Monitoring the quality, temperature and service of beer in bars.
3. Ability to find and correct faults in the draught beer system.
4. Monitoring bulk post mix, wine and spirit systems.
5. Observing current Australian Standards for occupational health and safety including the safe use of gas and chemicals and the hygienic handling of alcohol

STOCK CONTROL

1. Knowledge of all liquor groups and correct storage procedures for stock.
2. Ordering stock from suppliers.
3. Supplying stock to bars.
4. Receiving, checking and storing deliveries, checking invoices and delivery notes and dealing with any discrepancies.
5. Maintaining the cellar records of all stock coming in and going out.
6. Conducting regular stock takes.
7. Keeping all cellar and storage areas locked and controlling access to the keys.
8. Rotating and storing stock correctly to avoid deterioration or spoilage.

Hygiene and OH+S

Hygiene

Food Act 2003 (NSW)

<http://www.legislation.nsw.gov.au/viewtop/inforce/act+43+2003+FIRST+0+N/>

National Food Standards Code (FSANZ) updated 1998

Standards and requirements for all food (including drinks) for sale in NSW are set out in the National Food Standards Code (Australia & New Zealand) Specifically, Chapter 3. <http://www.foodauthority.nsw.gov.au/industry/fb-legislation.asp>

Summary of the regulations that relate to Beverages:

A business must inform all handlers of their health and hygiene obligations:

- (a) Ensure clothing is of a level of cleanliness that is appropriate for the handling of food.
- (b) No sneezing, blowing of nose or coughing over unprotected food or surfaces likely to come into contact with food.
- (c) No spitting, smoking or use of tobacco in areas in which food is handled.
- (d) Washing hands
 - before commencing or re-commencing handling food
 - after touching hair, scalp or body opening
 - after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances
- (e) Not engage in the handling of food if they are suffering or have the symptoms of a food-borne disease or other condition where there is a reasonable likelihood of food contamination.
- (f) Food premises, fittings and equipment within the premises are clean and in a good state of repair and working order.
- (g) Food contact surfaces are cleaned and sanitised to keep microorganisms at safe levels. This applies to any equipment or surfaces that may come into contact with food.
- (h) Take all practical measures to prevent pests entering premises and take measures to eradicate and prevent pests on the food premises.

In addition a cellar attendant must ensure that all Liquor products are correctly labelled and not diluted with any other substance.

Activity



Internet activity

Compile a list of guidelines a cellar attendant must follow to meet Australian Food Standards

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Occupational Health & Safety

OH&S Regulations 2001 state that there is a 'duty of care' which every individual has to acknowledge and take responsibility for, to ensure safety in workplaces.

The cellar is a high risk area for workplace accidents.

1. Heavy and bulky items are often being stacked, lifted and moved.
2. Corrosive chemicals are used for cleaning.
3. Hazardous gases are in use.
4. Electricity is used in damp and sometimes wet conditions.
5. Mechanical equipment and fittings are used under pressure.

Important

- Only qualified electricians should service electrical equipment.
- Only qualified refrigeration mechanics should service refrigeration systems.
- Only qualified gas technicians should service gas regulators and gas equipment.

Safety guidelines for the Cellar Attendant:

1. Wear safety boots.
2. Wear Personal Protective Equipment when handling chemicals.
3. Beware of CO₂ gas leaks.
4. Beware of light fittings in wet conditions.
5. Do not lift full kegs, use a trolley, or for short distances, roll keg along on bottom rim. Lift using your legs not your back.
6. Keep the cellar clean, neat and tidy at all times.
7. Keep cellar equipment in good repair and take faulty equipment out of service.
8. Report unsafe equipment or conditions to management.
9. Employ a service technician to repair equipment you are uncertain of handling and especially high risk equipment such as gas valves, refrigeration equipment and anything electrical.
10. Material Safety Data Sheets must be kept for all hazardous substances.