



Demi Chef De Partie

QP Code: THC/Q0405

Version: 1.0

NSQF Level: 5

Tourism & Hospitality Skill Council || 404/407, 4th floor, Mercantile House, K.G. Marg,
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THC/Q0405: Demi Chef De Partie

Brief Job Description

The individual at work prepares food ingredients in the allotted section of the kitchen, guides the Commis chef on kitchen operations, and assists the Chef de partie or Sous chef in preparing and presenting the food, monitoring stock of the inventory, and maintaining quality standards of the kitchen activities.

Personal Attributes

The job requires the individual to have the stamina for long working hours, attention to details, creativity, and patience

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [THC/N0412: Undertake food preparation activities](#)
2. [THC/N9902: Ensure effective communication and service standards at workplace](#)
3. [THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy](#)
4. [THC/N9907: Monitor and maintain health, hygiene and safety at workplace](#)

Qualification Pack (QP) Parameters

Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant
Occupation	Food Production and Kitchen
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5120.0200

Minimum Educational Qualification & Experience	3 Year Diploma with 3 Years of experience as a Commis Chef OR Certificate-NSQF (level-4 Commis Chef) with 2 Year of experience as a Commis Chef
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	Not applicable
Minimum Job Entry Age	21 Years
Last Reviewed On	30/12/2021
Next Review Date	30/12/2024
Deactivation Date	30/12/2024
NSQC Approval Date	30/12/2021
Version	1.0

THC/N0412: Undertake food preparation activities

Description

This OS unit is about performing kitchen related activities like preparing ingredients for cooking, mixing ingredients, etc. as per recipes, assisting the Chef de partie or Sous chef in preparation and presentation of specialized final products, and providing guidance to the Commis chefs.

Scope

The scope covers the following :

- Prepare for kitchen activities
- Assist Chef de partie and Sous chef in preparation of food items
- Provide Guidance to the Commis chefs
- Assist in monitoring stock of the inventory

Elements and Performance Criteria

Prepare for kitchen activities

To be competent, the user/individual on the job must be able to:

- PC1.** obtain instructions for the day from Chef de partie or Sous chef as per SOP
- PC2.** organize the assigned work area or station efficiently
- PC3.** ensure cleaning schedules are followed for the kitchen, allotted section and other areas as directed
- PC4.** make sure the kitchenware and other equipment are clean and sterilized before use
- PC5.** ensure mise - en - place for food preparation is completed in the section
- PC6.** check the appliances and equipment for proper functioning
- PC7.** check the quality of the ingredients to be used for the food preparation
- PC8.** report any faulty equipment or appliance to the head chef
- PC9.** inform F&B service staff of available items and chef's special menu
- PC10.** assist the chef de partie/sous chef to plan menus, rotations, and orders

Assist Chef de partie and Sous chef in preparation of food items

To be competent, the user/individual on the job must be able to:

- PC11.** ensure hygiene while assisting in preparing food by wearing commis apron, gloves, and cap, etc.as per standards
- PC12.** arrange all materials for dishes to be prepared by Chef de partie or Sous chef
- PC13.** measure dish ingredients and portion sizes accurately
- PC14.** mix ingredients according to the recipes
- PC15.** prepare fresh ingredients for cooking by portioning, chopping, etc.
- PC16.** follow correct recipe and techniques for the basic preparation of the food items
- PC17.** perform basic cooking tasks like steaming, frying etc.
- PC18.** prepare basic salads and sauces as directed by the Chef
- PC19.** store and use food commodities correctly when preparing dishes

- PC20.** test foods to ensure proper preparation and temperature
- PC21.** customize the food as per guest preference (spicy, sweet, etc.)
- PC22.** present the completed dish attractively
- PC23.** serve food in proper portions on the correct serving vessels and plates
- PC24.** ensure the highest standards and consistent quality is maintained in the food preparation
- PC25.** place food commodities as per standards after preparing the dishes
- PC26.** ensure effective usage of materials and zero wastage

Provide Guidance to the Commis chefs

To be competent, the user/individual on the job must be able to:

- PC27.** communicate and coordinate with Commis chefs while food preparation
- PC28.** train the Commis chefs on basic food ingredients' preparation as per the organizational requirements
- PC29.** supervise Commis chefs so that kitchen operates professionally and efficiently at all times
- PC30.** ensure Commis chefs comply with the food hygiene policies
- PC31.** report Commis chefs' performance to Chef de partie or Sous chef
- PC32.** ensure that Commis chefs' grooming and presentation is of the highest standard at all times

Assist in monitoring stock of the inventory

To be competent, the user/individual on the job must be able to:

- PC33.** check all delivered goods against the invoice for quantity and quality with the help of Commis chef
- PC34.** check food stocks and stock movements in the allotted section or kitchen
- PC35.** label all food items in storage area as per standards
- PC36.** inform chef of excess food items for use in daily specials
- PC37.** notify the chef of low or depleted supplies
- PC38.** discard all expired and spoiled food items stored in the stock rooms, refrigerators, and freezers
- PC39.** rotate the stock as per standards (first in first out, as per usage date, etc.) to minimize wastage
- PC40.** monitor and order required supplies
- PC41.** ensure adequate food par stocks, for the efficient operation of the kitchen
- PC42.** report any discrepancies or poor quality in food deliveries to the Head Chef

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, and procedures followed in the organisation
- KU2.** food hygiene, quality, and safety standards as per organizational policy and FSSAI
- KU3.** occupational health and safety requirements as per HACCP
- KU4.** storage procedure of food items/ingredients as per food safety guidelines and organizational policy
- KU5.** quantity of ingredient to be used in each recipe for all the items in the menu
- KU6.** methods for stock rotation

- KU7.** different types of food ingredients and recipes
- KU8.** food preparation techniques like marinating, chopping, slicing, etc.
- KU9.** cooking methods like boiling, frying, grilling, steaming, sifting, kneading, resting, aerating, etc.
- KU10.** handling procedure of sharp objects in the kitchen such as knife and safe storage
- KU11.** types of tools and equipment required for preparing and cooking dishes
- KU12.** correct temperatures for cooking different dishes
- KU13.** finishing methods like garnishing, etc.
- KU14.** operating procedure for kitchen equipment and appliances such as stoves, ovens, steamers, mixing machines, etc.
- KU15.** correct temperatures and procedures for storing raw and cooked items not for immediate use
- KU16.** adequate inventory and stock requirements for business continuity

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret instructions, procedures, information, SOP, etc.
- GS2.** communicate with the chef, proprietor, outlet manager, service staff and guest
- GS3.** write labels for identification of products to be stored
- GS4.** improve and modify own work practices in the kitchen
- GS5.** assess effort required for any dish preparation
- GS6.** maintain cordial relationship with co-workers for smooth workflow
- GS7.** decide and select supplies and materials as per the requirements
- GS8.** plan, organize and manage time to adhere to work timings and deliverables
- GS9.** solve day-to-day operational problems related to the work area
- GS10.** keep abreast with the new products, recipes and preparation techniques

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for kitchen activities</i>	20	20	-	10
PC1. obtain instructions for the day from Chef de partie or Sous chef as per SOP	-	-	-	-
PC2. organize the assigned work area or station efficiently	-	-	-	-
PC3. ensure cleaning schedules are followed for the kitchen, allotted section and other areas as directed	-	-	-	-
PC4. make sure the kitchenware and other equipment are clean and sterilized before use	-	-	-	-
PC5. ensure mise - en - place for food preparation is completed in the section	-	-	-	-
PC6. check the appliances and equipment for proper functioning	-	-	-	-
PC7. check the quality of the ingredients to be used for the food preparation	-	-	-	-
PC8. report any faulty equipment or appliance to the head chef	-	-	-	-
PC9. inform F&B service staff of available items and chef's special menu	-	-	-	-
PC10. assist the chef de partie/sous chef to plan menus, rotations, and orders	-	-	-	-
<i>Assist Chef de partie and Sous chef in preparation of food items</i>	25	25	-	10
PC11. ensure hygiene while assisting in preparing food by wearing commis apron, gloves, and cap, etc.as per standards	-	-	-	-
PC12. arrange all materials for dishes to be prepared by Chef de partie or Sous chef	-	-	-	-
PC13. measure dish ingredients and portion sizes accurately	-	-	-	-
PC14. mix ingredients according to the recipes	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. prepare fresh ingredients for cooking by portioning, chopping, etc.	-	-	-	-
PC16. follow correct recipe and techniques for the basic preparation of the food items	-	-	-	-
PC17. perform basic cooking tasks like steaming, frying etc.	-	-	-	-
PC18. prepare basic salads and sauces as directed by the Chef	-	-	-	-
PC19. store and use food commodities correctly when preparing dishes	-	-	-	-
PC20. test foods to ensure proper preparation and temperature	-	-	-	-
PC21. customize the food as per guest preference (spicy, sweet, etc.)	-	-	-	-
PC22. present the completed dish attractively	-	-	-	-
PC23. serve food in proper portions on the correct serving vessels and plates	-	-	-	-
PC24. ensure the highest standards and consistent quality is maintained in the food preparation	-	-	-	-
PC25. place food commodities as per standards after preparing the dishes	-	-	-	-
PC26. ensure effective usage of materials and zero wastage	-	-	-	-
<i>Provide Guidance to the Commis chefs</i>	20	20	-	10
PC27. communicate and coordinate with Commis chefs while food preparation	-	-	-	-
PC28. train the Commis chefs on basic food ingredients' preparation as per the organizational requirements	-	-	-	-
PC29. supervise Commis chefs so that kitchen operates professionally and efficiently at all times	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC30. ensure Commis chefs comply with the food hygiene policies	-	-	-	-
PC31. report Commis chefs' performance to Chef de partie or Sous chef	-	-	-	-
PC32. ensure that Commis chefs' grooming and presentation is of the highest standard at all times	-	-	-	-
<i>Assist in monitoring stock of the inventory</i>	15	15	-	10
PC33. check all delivered goods against the invoice for quantity and quality with the help of Commis chef	-	-	-	-
PC34. check food stocks and stock movements in the allotted section or kitchen	-	-	-	-
PC35. label all food items in storage area as per standards	-	-	-	-
PC36. inform chef of excess food items for use in daily specials	-	-	-	-
PC37. notify the chef of low or depleted supplies	-	-	-	-
PC38. discard all expired and spoiled food items stored in the stock rooms, refrigerators, and freezers	-	-	-	-
PC39. rotate the stock as per standards (first in first out, as per usage date, etc.) to minimize wastage	-	-	-	-
PC40. monitor and order required supplies	-	-	-	-
PC41. ensure adequate food par stocks, for the efficient operation of the kitchen	-	-	-	-
PC42. report any discrepancies or poor quality in food deliveries to the Head Chef	-	-	-	-
NOS Total	80	80	-	40

National Occupational Standards (NOS) Parameters

NOS Code	THC/N0412
NOS Name	Undertake food preparation activities
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant
Occupation	Food Production & Kitchen
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

THC/N9902: Ensure effective communication and service standards at workplace

Description

This OS unit is about communicating effectively, maintaining standards of etiquette at workplace, and engaging with guests to provide specific services.

Scope

The scope covers the following :

- Promote effective communication
- Maintain professional etiquette
- Ensure rendering of specific services as per the guests' requirements

Elements and Performance Criteria

Promote effective communication

To be competent, the user/individual on the job must be able to:

- PC1.** greet the guests promptly and appropriately as per organization's procedure
- PC2.** communicate with the guests in a polite and professional manner
- PC3.** build effective yet impersonal relationship with guests
- PC4.** identify guests' dissatisfactions and address complaints effectively
- PC5.** inform guests of any issue/problem well in advance
- PC6.** seek feedback from the guests and incorporate them to improve the guest experience
- PC7.** ensure essential information is passed on in a timely manner
- PC8.** ensure team members to maintain etiquette while interacting with each other
- PC9.** ensure the team members provide feedback to their peers

Maintain professional etiquette

To be competent, the user/individual on the job must be able to:

- PC10.** ensure self and team members report to work on time
- PC11.** use the guests' names as many times as possible during the conversation with proper salutation
- PC12.** maintain personal integrity & ethical behaviour
- PC13.** make sure personal hygiene is maintained by self and others at all times
- PC14.** ensure self and team members adhere to the dress code as per organizational policy
- PC15.** respect privacy of others at the workplace

Ensure rendering of specific services as per the guests' requirements

To be competent, the user/individual on the job must be able to:

- PC16.** provide assistance to Persons with Disability, if asked
- PC17.** ensure self and team members comply to the organizational policies towards Persons with Disability
- PC18.** make sure gender and age sensitive service practices are followed at all times

- PC19.** ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members
- PC20.** support PwD team members in overcoming any challenges faced at work
- PC21.** make sure the workplace is accessible for the Persons with Disability

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational policies on behavioural etiquette and professionalism
- KU2.** organizational policies on gender sensitive service practices at workplace
- KU3.** organizational reporting and hierarchy structure
- KU4.** documentation policy and procedures of the organization
- KU5.** service quality standards as per organizational policies
- KU6.** complaint handling policy and procedures
- KU7.** SOP on personal hygiene
- KU8.** procedure of giving and receiving feedback positively
- KU9.** specific requirements of different age-groups of guests
- KU10.** age and gender specific etiquette
- KU11.** organizational policy with regards to Persons with disability
- KU12.** significance of professional etiquette and behaviour

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read job sheets, organization policy documents, information displayed at the workplace and comments received from the supervisor or guest
- GS2.** fill up documentation pertaining to job requirement
- GS3.** interact with team members to work efficiently
- GS4.** communicate effectively with the guests
- GS5.** spot and report potential areas of disruption to work process proactively
- GS6.** improve work processes by incorporating guest feedback
- GS7.** motivate self and colleagues to work effectively

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Promote effective communication</i>	20	20	-	10
PC1. greet the guests promptly and appropriately as per organization's procedure	-	-	-	-
PC2. communicate with the guests in a polite and professional manner	-	-	-	-
PC3. build effective yet impersonal relationship with guests	-	-	-	-
PC4. identify guests' dissatisfactions and address complaints effectively	-	-	-	-
PC5. inform guests of any issue/problem well in advance	-	-	-	-
PC6. seek feedback from the guests and incorporate them to improve the guest experience	-	-	-	-
PC7. ensure essential information is passed on in a timely manner	-	-	-	-
PC8. ensure team members to maintain etiquette while interacting with each other	-	-	-	-
PC9. ensure the team members provide feedback to their peers	-	-	-	-
<i>Maintain professional etiquette</i>	10	10	-	5
PC10. ensure self and team members report to work on time	-	-	-	-
PC11. use the guests' names as many times as possible during the conversation with proper salutation	-	-	-	-
PC12. maintain personal integrity & ethical behaviour	-	-	-	-
PC13. make sure personal hygiene is maintained by self and others at all times	-	-	-	-
PC14. ensure self and team members adhere to the dress code as per organizational policy	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. respect privacy of others at the workplace	-	-	-	-
<i>Ensure rendering of specific services as per the guests' requirements</i>	10	10	-	5
PC16. provide assistance to Persons with Disability, if asked	-	-	-	-
PC17. ensure self and team members comply to the organizational policies towards Persons with Disability	-	-	-	-
PC18. make sure gender and age sensitive service practices are followed at all times	-	-	-	-
PC19. ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members	-	-	-	-
PC20. support PwD team members in overcoming any challenges faced at work	-	-	-	-
PC21. make sure the workplace is accessible for the Persons with Disability	-	-	-	-
NOS Total	40	40	-	20

National Occupational Standards (NOS) Parameters

NOS Code	THC/N9902
NOS Name	Ensure effective communication and service standards at workplace
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	27/05/2021
Next Review Date	27/05/2024
NSQC Clearance Date	27/05/2021

THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy

Description

This unit is about ensuring that confidentiality of the organisational information and the privacy of the guests is maintained at all times.

Scope

The scope covers the following :

- Ensure organisational confidentiality
- Ensure guests' privacy

Elements and Performance Criteria

Maintain organisational confidentiality

To be competent, the user/individual on the job must be able to:

- PC1.** prevent leak of new plans and designs to competitors
- PC2.** ensure protection of employee information
- PC3.** prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.
- PC4.** take immediate and appropriate action in case of any IPR violation
- PC5.** make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor
- PC6.** protect sensitive data with strong passwords and change passwords on a regular basis
- PC7.** ensure policies around confidential information are followed by all staff members

Maintain guests' privacy

To be competent, the user/individual on the job must be able to:

- PC8.** ensure the team refrains from infringing upon guest's professional deals and plans
- PC9.** make sure guest's personal information and financial data is protected all times
- PC10.** ensure proper disposal of guest's information like booking details, credit card slips etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** basics of IPR Laws, Trademark Laws, Patent Laws, etc. in the country, and penalties associated with them
- KU2.** organisation's policies on intellectual property rights and confidential information
- KU3.** organisation's product, service or design patents
- KU4.** how Intellectual property protection is important for competitiveness of an organisation
- KU5.** guidelines for crafting effective SOPs regarding IPR
- KU6.** procedure for disposal of confidential documents

KU7. confidential data protection methods

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and follow IPR and related information documents
- GS2.** manage communication regarding IPR infringement, prevention, and management
- GS3.** identify measures that can prevent potential infringements within the team
- GS4.** evaluate organisation policies and procedures and assess its robustness to prevent IPR infringements
- GS5.** analyse the impact of IPR infringement on the guests and the organization

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain organisational confidentiality</i>	6	3	-	3
PC1. prevent leak of new plans and designs to competitors	-	-	-	-
PC2. ensure protection of employee information	-	-	-	-
PC3. prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.	-	-	-	-
PC4. take immediate and appropriate action in case of any IPR violation	-	-	-	-
PC5. make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor	-	-	-	-
PC6. protect sensitive data with strong passwords and change passwords on a regular basis	-	-	-	-
PC7. ensure policies around confidential information are followed by all staff members	-	-	-	-
<i>Maintain guests' privacy</i>	4	2	-	2
PC8. ensure the team refrains from infringing upon guest's professional deals and plans	-	-	-	-
PC9. make sure guest's personal information and financial data is protected all times	-	-	-	-
PC10. ensure proper disposal of guest's information like booking details, credit card slips etc.	-	-	-	-
NOS Total	10	5	-	5

National Occupational Standards (NOS) Parameters

NOS Code	THC/N9910
NOS Name	Ensure to maintain organisational confidentiality and guest's privacy
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	4.0
Last Reviewed Date	24/12/2020
Next Review Date	24/12/2023
NSQC Clearance Date	24/12/2020

THC/N9907: Monitor and maintain health, hygiene and safety at workplace

Description

This OS unit is about ensuring a hazard free working environment along with maintaining health and hygiene and adoption of sustainable practices at workplace.

Scope

The scope covers the following :

- Ensure personal and workplace hygiene
- Maintain safe and secure working environment
- Follow effective waste management and recycling practices at workplace

Elements and Performance Criteria

Ensure personal and workplace hygiene

To be competent, the user/individual on the job must be able to:

- PC1.** ensure that self and team's work area is clean and tidy
- PC2.** ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members
- PC3.** make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended
- PC4.** ascertain cleaning of the crockery and other articles as per established standards
- PC5.** monitor sanitization of all tools, equipment and machine touch-points at regular intervals
- PC6.** ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule
- PC7.** maintain personal hygiene and ensure the team members do the same
- PC8.** report to the concerned authority in case any co-worker is unwell
- PC9.** report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell

Maintain safe and secure working environment

To be competent, the user/individual on the job must be able to:

- PC10.** ensure safety procedures are followed while handling materials, tools, acids etc. and lifting or moving equipment and supplies
- PC11.** ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times
- PC12.** make sure first aid procedures are followed appropriately
- PC13.** identify hazards at the workplace and report to the concerned person in time

Follow effective waste management and recycling practices at workplace

To be competent, the user/individual on the job must be able to:

- PC14.** identify and segregate recyclable, non-recyclable and hazardous waste at workplace
- PC15.** segregate waste into different coloured dustbins

- PC16.** handle waste as per SOP
- PC17.** recycle waste wherever applicable
- PC18.** dispose of PPEs in a plastic bag, sealed and labelled as infectious waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational policies on safety procedures at workplace
- KU2.** procedure to maintain cleanliness standards at workplace
- KU3.** compliance norms for established health and hygiene procedures at workplace
- KU4.** importance of preventive health check-up and healthy living
- KU5.** purpose and usage of PPE such as gloves, protective goggles, masks, etc.
- KU6.** basic first aid procedures
- KU7.** methods to minimize accidental risks
- KU8.** the significance of safe handling of chemicals, acids, etc. for cleaning
- KU9.** instructions for operating and handling equipment as per standard
- KU10.** emergency procedures to be followed in case of a mishapening such as fire accidents, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read organizational policy documents, manuals, instructions and information displayed at the workplace
- GS2.** fill in relevant forms, formats and checklist accurately
- GS3.** communicate effectively with visitors, co-workers and supervisors
- GS4.** analyze importance of personal hygiene
- GS5.** analyze the impact of not adhering to the health and safety procedures

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure personal and workplace hygiene</i>	15	15	-	5
PC1. ensure that self and team's work area is clean and tidy	-	-	-	-
PC2. ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members	-	-	-	-
PC3. make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended	-	-	-	-
PC4. ascertain cleaning of the crockery and other articles as per established standards	-	-	-	-
PC5. monitor sanitization of all tools, equipment and machine touch-points at regular intervals	-	-	-	-
PC6. ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule	-	-	-	-
PC7. maintain personal hygiene and ensure the team members do the same	-	-	-	-
PC8. report to the concerned authority in case any co-worker is unwell	-	-	-	-
PC9. report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell	-	-	-	-
<i>Maintain safe and secure working environment</i>	10	10	-	5
PC10. ensure safety procedures are followed while handling materials, tools, acids etc. and lifting or moving equipment and supplies	-	-	-	-
PC11. ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times	-	-	-	-
PC12. make sure first aid procedures are followed appropriately	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. identify hazards at the workplace and report to the concerned person in time	-	-	-	-
<i>Follow effective waste management and recycling practices at workplace</i>	5	10	-	5
PC14. identify and segregate recyclable, non-recyclable and hazardous waste at workplace	-	-	-	-
PC15. segregate waste into different coloured dustbins	-	-	-	-
PC16. handle waste as per SOP	-	-	-	-
PC17. recycle waste wherever applicable	-	-	-	-
PC18. dispose of PPEs in a plastic bag, sealed and labelled as infectious waste	-	-	-	-
NOS Total	30	35	-	15

National Occupational Standards (NOS) Parameters

NOS Code	THC/N9907
NOS Name	Monitor and maintain health, hygiene and safety at workplace
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	27/05/2021
Next Review Date	27/05/2024
NSQC Clearance Date	27/05/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of % aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
THC/N0412.Undertake food preparation activities	80	80	0	40	200	35
THC/N9902.Ensure effective communication and service standards at workplace	40	40	0	20	100	30
THC/N9910.Ensure to maintain organisational confidentiality and guest's privacy	10	5	0	5	20	10
THC/N9907.Monitor and maintain health, hygiene and safety at workplace	30	35	0	15	80	25
Total	160	160	-	80	400	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
OH&S	Occupational Health and Safety
PPE	Personal Protective Equipment
IPR	Intellectual Property Rights
OH&S	Occupational Health and Safety
FSSAI	Food Safety and Standards Authority of India
HACCP	Hazard analysis and critical control points
ISO	The International Organization for Standardization

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.