

## **Unit 32: Principles of Maintaining Cellars and Kegs**

**Unit code:** R/502/8307

**QCF Level 2:** BTEC Specialist

**Credit value:** 2

**Guided learning hours:** 12

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### **Unit aim**

The aim of this unit is to enable learners to gain knowledge of how to maintain cellars, keeping them clean, ensuring that equipment such as refrigeration units is in working order, and that conditions are correct, and how to connect and disconnect kegs and gas cylinders and check they are functioning properly.

### **Unit introduction**

Although the cellar is hidden away from customers, operators should take pride in its maintenance ensuring that it is clean and tidy and the temperatures are maintained at correct levels. This may involve a lot of work but it pays dividends in the long run as product quality is maintained, wastage is reduced, movement of stock is easier and security is improved.

Maintaining the cellar will increase the operator's chance of serving the perfect pint. Given that today's customers have high expectations of the quality of the drinks they are served and that they can choose from an enormous array of venues, they have no reason to drink in a bar where quality is not maintained.

Learners will be taught safe and hygienic practices when maintaining cellars and working practices when preparing kegs and gas cylinders for use and dealing with mixed gases. They will learn the importance of following specific security procedures for going in and out of the cellar, of securing cellars against unauthorised access at all times, of keeping the cellar clean and tidy and at a recommended temperature at all times, of turning off the gas supply before disconnecting the keg, and of checking the date stamp on stock.

Learners will consider the types of unexpected situations that might happen when maintaining cellars and when preparing kegs and gas cylinders and how to tell if stock is out of condition.

## Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

### On completion of this unit a learner should:

Learning outcomes	Assessment criteria
1 Know how to maintain cellars	1.1 Describe safe and hygienic practices when maintaining cellars 1.2 State the importance of following specific security procedures for going in and out of the cellar 1.3 State the importance of securing cellars against unauthorised access at all times 1.4 Explain the importance of keeping the cellar clean and tidy and at a recommended temperature at all times 1.5 Describe the types of unexpected situations that might happen when maintaining cellars
2 Know how to prepare kegs and gas for use	2.1 Describe safe and hygienic working practices when preparing kegs and gas cylinders for use and dealing with mixed gases 2.2 State the importance of turning off the gas supply before disconnecting the keg 2.3 Describe how to tell if stock is out of condition 2.4 State the importance of checking date stamp on stock 2.5 Describe the types of situations that might happen when preparing kegs and gas cylinders

## Unit content

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### 1 Know how to maintain cellars

*Safe and hygienic practices when maintaining cellars:* awareness of risks and hazards; staff training; health and safety obligations; safe lifting (manual handling); slips, trips and falls; ventilation; light; humidity; correct storage; maintaining environment in line with service operations; maintenance of steps and drops; emergency procedures; use of materials and equipment; dealing with spillage; risk assessment; checking and keeping records; use of personal protective equipment (PPE)

*Importance of following specific security procedures for going in and out of the cellar:* keeping kegs and gas cylinders in specified areas to avoid unnecessary physical work; planning movements when handling kegs/gas cylinders to avoid any unnecessary lifting; ensuring awareness of the correct procedures when handling kegs/gas cylinders to avoid injury and accident; ensuring spillages are cleaned up immediately; following connecting and disconnecting procedures to ensure safety and security; following specific cleaning instructions to ensure freshness and quality of the beer and customer satisfaction

*Importance of securing cellars against unauthorised access at all times:* preventing theft; controlling the movement of stock; health and safety risks to unauthorised individuals; control of keys; effective management of stock

*Importance of keeping the cellar clean and tidy and at a recommended temperature:* cleaning at least once a week; keeping records; cleaning spillages immediately; controlling rat infestation; special treatments to tackle mouldy and damp areas; keeping drains and sump pumps clean; regular scrubbing and hosing down of floors; ensuring drains are clean and free from blockages; maintaining cellar equipment; recommended temperature (11.5°C-13.5°C); testing temperature; allowing one or two days for beer to reach cellar temperature after delivery; thermostatic controls; adequate ventilation; adequate and sufficient storage; avoiding pest infestation; avoiding contamination of products; extending life of equipment; risk of equipment breakdown; health, safety and legal obligations; fobbing; adverse effect on flavour

*Unexpected situations that might happen when maintaining cellars:* accidents; damaged or broken kegs/gas cylinders; faulty or broken connections; insufficient storage areas; breach of security; pest infestation; flooding

## 2 Know how to prepare kegs and gas for use

*Safe and hygienic practices when preparing kegs and gas cylinders for use and dealing with mixed gases:* awareness of risks and hazards; staff training; health and safety obligations; correct and safe lifting techniques (manual handling); ventilation; maintaining environment in line with service operations; emergency procedures; use of materials and equipment; dealing with spillage; risk assessment; checking and keeping records; use of personal protective equipment (PPE); gas cylinder chained and strapped to the wall; reporting damage

*Importance of turning off the gas supply before disconnecting the keg:* safety considerations of dealing with mixed gas; detecting and dealing with leaking kegs and cylinders; checking date stamps; efficient ordering to prevent spoilage of product; stock rotation; following manufacturer's instructions

*Recognising out of condition stock:* beer sour; beer haze; beer flat; beer fobs excessively; floaters in beer

*Importance of checking date stamp on stock:* efficient stock rotation; compliance with Food Safety Act (1990); spoilage; wastage; cost to business; impact on customers of poor quality products; reputation

*Situations that might happen when preparing kegs and gas cylinders:* accidents; damaged or broken kegs/gas cylinders; faulty or broken connections; insufficient storage areas; breach of security; pest infestation; flooding; gas leak; out of date products

## Essential guidance for tutors

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### Delivery

This unit introduces learners to the principles of the maintenance of cellars and the preparation of kegs and gas cylinders for use.

Adding a practical element to the delivery of the unit will be beneficial to learners. A trip to a working cellar is essential and learning could be enhanced if learners were able to prepare kegs and gas cylinders for use.

The importance of safe and hygienic work procedures must be stressed throughout. Tutors should introduce learners to the importance of following specific security procedures for going in and out of the cellar. Tutors should explain that products stored in the cellar are food products and as such are required to be stored in hygienic conditions which must follow statutory food regulations. A visit and talk by an Environmental Health Office (EHO) is a useful way of conveying the importance of this. Learners could be asked to identify the ideal storage conditions for a given list of products.

Tutors should emphasise that a great deal of costly stock is stored in cellars making it essential that they are secure at all times. Tutors should explain the importance of completing stock records accurately and efficiently to avoid mistakes and of securing the cellar from unauthorised access. Showing learners policies and procedures from industry will reinforce the theoretical aspects of this unit. Learners could be asked to write a list of instructions for employees to follow to maintain the security of stock in the cellar.

Tutors should emphasise that gas is a dangerous product that must be handled carefully and correctly. Tutors should describe the risks involved in preparing kegs and gas cylinders and the procedure for delivery, storage and changing of kegs. Arranging a risk assessment for the preparation of gas cylinders and kegs would be a useful activity. Knowledge of manual handling is vital and wherever possible learners should be given the opportunity to practise their skills in this area. Enabling learners to watch a practical demonstration or to change a keg themselves would be an ideal way to underpin learning.

Learners must be taught the relationship between maintaining the cellar, product quality and customer satisfaction. They should be able to recognise if stock is out of condition and the risks to product quality of a dirty and untidy cellar. The use of case studies to highlight the consequence of poor practice would be beneficial.

Finally, it is important to identify the types of unexpected situations that might happen when maintaining cellars and when preparing kegs and gas cylinders. Learners could reflect on their own experiences, if applicable.

### Outline learning plan

The outline learning plan has been included in this unit as guidance and can be used in conjunction with the delivery of multiple choice tests.

The outline learning plan demonstrates one way of planning the delivery and assessment of this unit.

Topic and suggested activities
Introduction to unit.
Safe and hygienic practice in cellar maintenance – the importance, the risks, the law, equipment, procedures and checklists.
The importance of security – value of the product, the risks, practices and procedures.
Keeping a clean and tidy cellar – minimum standards, legal obligations, temperature controls, efficient work practices.
Safe and hygienic practice when dealing with gas cylinders and kegs – the risks, guidelines and procedures, dealing with mixed gasses, impact on product quality.
Practical activity – changing a keg, manual handling, storage of empty kegs.
Dealing with unexpected situations – identification of the situations.
Tutorial support and feedback.
Self-initiated learning time.

### Assessment

Tutors should ensure that learners cover all the unit content.

### Essential resources

Learners need access to cellars and kegs. They will also need access to current resource materials and, where necessary, access to instructional materials, such as DVDs, training texts, videos and online materials.

### Indicative resource materials

#### Textbooks

Adjey Z and Hunter G – *Food and Beverage Service (S/NVQ Level 1-2)* (Cengage Learning, 2009) ISBN 9781408007426

Blyth D – *Pubs, Bars and Clubs Handbook, 6th Edition* (Kogan Page, 2003) ISBN 9780749440534

Cousins J, Lillicrap D and Weekes S – *Food and Beverage Service, 8th Edition* (Hodder Education, 2010) ISBN 9781444112504

Mead T, Holmes S, Wilson P, Batten S, Richer W, Dale G, Ingle S, Neild C, Neild M and Ovenden F – *BTEC Level 2 First in Hospitality Student Book* (Pearson Education, 2011) ISBN 9780435026592

#### Journal

*Caterer and Hotelkeeper* – Reed Business Information

**Websites**

<a href="http://www.barkeeper.co.uk/page.asp?menu=190&amp;page=836">www.barkeeper.co.uk/page.asp?menu=190&amp;page=836</a>	Bar Keeper – The Resource for Hospitality Businesses
<a href="http://www.beerandpub.com">www.beerandpub.com</a>	British Beer and Pub Association
<a href="http://www.hse.gov.uk/pubns/cais20.pdf">www.hse.gov.uk/pubns/cais20.pdf</a>	Health and Safety Executive – health and safety for waiting staff
<a href="http://www.people1st.co.uk">www.people1st.co.uk</a>	People 1st – Sector Skills Council for Hospitality, Leisure, Travel and Tourism
<a href="http://www.thepublican.com">www.thepublican.com</a>	The Publican – food and drinks news