

Title	Co-ordinate the replenishing of non-perishable grocery items in a grocery outlet		
Level	3	Credits	10

Purpose	<p>This unit standard is for people who are working as grocery assistants in a grocery outlet.</p> <p>People credited with this unit standard are able to demonstrate knowledge of stock management operations for non-perishable grocery items, and co-ordinate the replenishing of non-perishable grocery items in a grocery outlet.</p>
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Classification	Retail, Distribution, and Sales > Retail and Distribution Core Skills
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Available grade	Achieved
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Guidance Information

- 1 Definitions

Non-perishable grocery items – canned, bottled, packaged, or hardware items.

Organisational procedures – instructions to staff on policies and procedures which are formally documented, or generally accepted within the workplace. Organisational procedures referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational performance guidelines and standards; manufacturer’s procedures and specifications; Government and local body legislation.
- 2 All tasks are to be carried out in accordance with organisational procedures, the organisation being the enterprise carrying out the work.
- 3 Legislation relevant to this unit standard includes but is not limited to: Consumer Guarantees Act 1993, Fair Trading Act 1986, Food Act 2014, Food Hygiene Regulations 1974, Hazardous Substances and New Organisms Act 1996, Health and Safety at Work Act 2015, Health and Safety in Employment Regulations 1995, Sale and Supply of Alcohol Act 2012, Smoke-free Environment Regulations 2007, Weights and Measures Act 1987.
- 4 Evidence for the practical components of this unit standard must either be gathered in the workplace or in a simulated situation that reflects a realistic workplace environment.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of stock management operations for non-perishable grocery items.

Performance criteria

- 1.1 Types of non-standard non-perishable grocery items are described in terms of their location in the grocery outlet and their presentation requirements.
- Range evidence is required for five different non-standard non-perishable grocery items sold in the candidate's grocery outlet.
- 1.2 Types of product substitutes available to replace standard non-perishable grocery items are identified and described in terms of their availability and location in the grocery outlet.
- Range evidence is required for three different product substitutes available in the candidate's grocery outlet.
- 1.3 Process for receiving and stocking any hazardous substances is identified and described in terms of legislative requirements.
- 1.4 Process for identifying and actioning 'best before' and 'use by' dates on non-perishable grocery items is described in terms of legislative requirements.
- 1.5 Process for ticketing non-perishable grocery items to reflect specials and promotions and maintain price integrity is described.
- 1.6 Process for ordering stock is described.

Outcome 2

Co-ordinate the replenishing of non-perishable grocery items in a grocery outlet.

Performance criteria

- 2.1 Stock levels are checked and any damaged or expired stock is credited or written off.
- 2.2 Store room operations are co-ordinated.
- Range store room operations include but are not limited to – stacking, locating stock, recording stock movements, receiving stock, temperature checks.
- 2.3 Grocery items are ticketed to reflect specials, promotions and maintain price integrity.

- 2.4 Shelf presentation is checked to ensure presentation requirements are maintained.
- 2.5 New products are integrated into the store layout.
- 2.6 Replenishing of non-perishable grocery items is co-ordinated to ensure productivity targets are met in accordance with organisational procedures.
- 2.7 Product recalls are actioned.
- 2.8 Customer complaints related to the purchase of non-perishable grocery items are actioned.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2013	31 December 2024
Revision	2	19 February 2015	31 December 2024
Review	3	8 December 2016	31 December 2024
Review	4	2 March 2023	31 December 2024

Consent and Moderation Requirements (CMR) reference

0225

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.