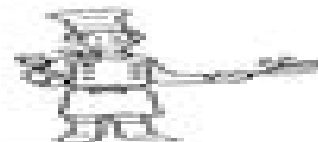


# SANITATION AND SAFETY N4 - MEMO



## Module 1: Hygiene

### Learning Objective:

#### 1.2.2 Procedures for maintaining good personal hygiene

- Discuss procedures for the maintaining of good personal hygiene for:
- Clothing of the worker in catering services  
(p 8-9 Notes & p 8-10 Future)

Name and describe SEVEN aspects that should be taken into consideration when choosing suitable clothing for food handlers.

(7 x 2)

(14)

#### Protective:✓

- Protective clothing is worn over outdoor clothes, it should completely cover all clothes.✓
- Buttons used as fasteners are also coloured as they can fall off and cause physical contamination.✓
- Prevent hair from falling into food.✓
- From excessive heat.✓
- No external pockets as they are likely to catch on machinery and can be dangerous.✓

#### Washable✓

- Clothing must be of an easily washable material.✓
- Buttons could not be washable, therefore must be taken to a dry-cleaner regularly.✓
- It is preferable that overalls should be laundered commercially.✓

Dirty and clean overalls must be put away separately.✓

#### Suitable colour✓

- Light colours, but preferably white in colour.✓
- White clothing is readily seen to be soiled when it needs to be changed causing the workers to work cleaner when wearing white.✓
- Colour substances in the material should not irritate the skin.✓
- White reflects sun-rays and is cool to wear, whereas darker colours absorb heat/sun-rays and is warmer to wear.✓
- Chef's trousers, black or blue and white check, are practical colours but also require frequent changing.✓

#### Light in weight✓

- Clothing must be light in weight and comfortable, not tight.✓
- Heavy clothing could be uncomfortable and a heavy hat in the heat of the kitchen causes headaches.✓

#### Well fitted✓

- Must not be too wide, too tight.✓
- It must fit properly.✓
- Too wide clothes look shabby and is also dangerous, since it could get caught in the moving parts of equipment.✓
- Too tight clothes can limit movement.✓
- When fitting correctly, air can circulate between the clothes and the body.✓
- It must not be tight fitting, closing blood circulation e.g. elastic in underwear and socks.✓

# Management Communication Paper 1 Memorandum

**Ying-Ying Zheng**



## **Management Communication Paper 1 Memorandum:**

**Management Communication** James S. O'Rourke, 2019-04-18 This textbook introduces students to the strategic communication methods that are crucial to master in order to develop into effective and ethical managers at all levels of business. Effective communication skills are necessary for success in the business world and O'Rourke has written a highly readable book filled with anecdotes and examples to engage students in the learning process. This edition includes several classic and new features. The strategic approach is integrated throughout the book, allowing students to understand how a communicated message impacts the business as a whole. Case studies throughout the book provide students with hands-on experience of scenarios they will encounter in the real world. The book includes at least three dozen fresh classroom-tested cases. An ethical thread is woven through the text, demonstrating how ethical decision making can be applied in all aspects of communication. Separate chapters on technology, including social media, intercultural communication, nonverbal communication, and conflict management, provide students with the skills to building relationships and influencing stakeholders, key skills for any manager. A companion website includes comprehensive support material to teach this class, making **Management Communication** a complete resource for students and instructors.

Mary Munter, 1990 What universities teach and the readings they assign for this subject. **The Routledge Handbook of Language and Professional Communication** Vijay Bhatia, Stephen Bremner, 2014-02-24 The Routledge Handbook of Language and Professional Communication provides a broad coverage of the key areas where language and professional communication intersect and gives a comprehensive account of the field. The four main sections of the Handbook cover Approaches to Professional Communication, Practice, Acquisition of Professional Competence, Views from the Professions. This invaluable reference book incorporates not only an historical view of the field but also looks to possible future developments. Contributions from international scholars and practitioners focusing on specific issues explore the major approaches to professional communication and bring into focus recent research. This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication.

**Project Management Communications Bible** William Dow, Bruce Taylor, 2010-06-11 The authoritative reference on one of the most important aspects of managing projects: project communications. With shorter production cycles and the demand for projects being faster, cheaper, and better, the need for project communications tools has increased. Written with the project manager, stakeholder, and project team in mind, this resource provides the best practices, tips, tricks, and tools for successful project communications and planning. The featured charts, graphs, and tables are all ready for immediate use. Note: CD, ROM, DVD, and other supplementary materials are not included as part of the eBook file. **FS (Series)**, 1966 *The Tongue and Quill*, 1997 [The Project Manager's Communication Toolkit](#) Shankar Jha, 2010-03-26 Addressing the unique

difficulties involved in day to day project management communication The Project Manager s Communication Toolkit provides proven methods for creating clear and effective communications including text based plans reports messages and presentations It examines the many tools available and goes beyond traditional coverage to *Management Communication* Richard Schwindt,1995 *Monthly Catalog of United States Government Publications* ,2004 *Radio for the Fireline* Gary Craven Gray,1982 *Parliamentary Papers* Great Britain. Parliament. House of Commons,1874 *Sessional Papers* Great Britain. Parliament. House of Commons,1908 *Ancient Rhetorics and Digital Networks* Michele Kennerly,Damien Smith Pfister,2018-02-13 An examination of two seemingly incongruous areas of study ancient rhetoric and digitally networked communication *National Library of Medicine Current Catalog* National Library of Medicine (U.S.),1971 First multi year cumulation covers six years 1965 70 *Joint Volumes of Papers Presented to the Legislative Council and Legislative Assembly* New South Wales. Parliament,1906 Includes various departmental reports and reports of commissions Cf Gregory Serial publications of foreign governments 1815 1931 **Creating Collaborative Advantage Through Knowledge And Innovation** Suliman Hawamdeh,2007-02-08 Selected from the prestigious 2006 International Conference on Knowledge Management held in Greenwich London this volume represents much of the best and most up to date work by researchers and practitioners in the field of knowledge management KM It covers a wide range of topics that include social network analysis innovation and creativity KM tools and technologies social network technologies collaboration and knowledge sharing issues in KM education and training knowledge discovery data mining data warehousing intelligent agents knowledge organization meta data taxonomies ontology and social and psychological dimensions This book has been selected for coverage in Index to Scientific Technical Proceedings ISTP ISI Proceedings Index to Scientific Technical Proceedings ISTP CDROM version ISI Proceedings Index to Social Sciences Humanities Proceedings ISSHP ISI Proceedings Index to Social Sciences Humanities Proceedings ISSHP CDROM version ISI Proceedings *Federal Register* ,1993-08

**e-Business, e-Government & Small and Medium-Size Enterprises: Opportunities and Challenges** Corbitt, Brian J.,Al-Qirim, Nabeel,2003-07-31 Much of the e commerce and IT research in small and medium sized enterprises SME indicates that these smaller businesses are lagging behind in implementing technological advances This raises concerns for these SME s success as the Information Age becomes ever more of a reality e Business e Government Small and Medium Size Enterprises Opportunities and Challenges offers a collection of chapters highlighting successful policy and practices which encourage SME s success in numerous different countries Such a collection of international experiences and expertise offers policymakers legislators researchers and to professionals insight into addressing the significant issues that are importance to the small business sector and ultimately will lead to the depiction of a more effective regulatory frameworks that will lead to the long term success of EC in SMEs in countries around the world **News Releases** ,1994 **The Routledge Handbook of Information History** Toni Weller,Alistair Black,Bonnie Mak,Laura Skouvig,2025-07-11 The Routledge

Handbook of Information History offers a definitive inclusive and far reaching study of how information practices have influenced and have been influenced by society politics culture and technology over millennia Information is often considered a defining characteristic of modern society but it is far from a modern phenomenon In the last decades historians have started to ask new questions about how information was understood in the past suggesting that it has a history which is long complex and multifaceted This influential volume is the first large scale collection to use the term Information History as its titular focus situating information within the historiography of the field The book showcases a diverse assembly of over forty international contributors who explore information practices from antiquity to the contemporary world with geographical coverage ranging across Europe Africa Asia as well as North and South America Including overview chapters alongside a wide range of in depth empirical studies this ground breaking collection will appeal to scholars and students across the arts humanities and social sciences offering readers unique insights into how historical practices have influenced the understanding and role of information in our modern world

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