

# 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 9-10 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

**Shankar Jha**



## **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

**Management Communication** 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 eBook file

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**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

**The Tongue and Quill**, 1997

**Protecting Nature** Jeffrey A. McNeely, 1994 This volume describes the major issues facing protected areas both terrestrial and marine and discusses the approaches needed to address these issues An additional section drawing upon the expertise of CNPPA's vice chair marine and members of 14 task forces specifically addresses protected area issues in the coastal marine environment

**Monthly Catalog of United States Government Publications**, 2004

**Resources in Education**, 1998

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**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

**FS (Series)**, 1966

*National Library of Medicine Current Catalog* National Library of Medicine (U.S.), 1971 First multi year cumulation covers six years 1965-70

**Management Communication** Richard Schwindt, 1995

**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

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